

**REQUEST FOR PROPOSAL #2017-001**

**FOR**

**Architectural and Historical Nonprofessional Services for  
the Cost Share Survey and Planning Program for the  
Department of Historic Resources**

**ISSUED BY**

**THE COMMONWEALTH OF VIRGINIA**

**Department of Historic Resources (DHR)  
Administrative Services Division  
10 Courthouse Avenue  
Petersburg, Virginia 23803**

**REQUEST FOR PROPOSAL  
RFP #2017-001**

**Issue Date:** Friday, July 1, 2016

**Title:** Architectural and Historical Nonprofessional Services for the Cost Share Survey and Planning Programs for the Department of Historic Resources

**Commodity Code:** 90700

**Issuing Agency:** Commonwealth of Virginia  
Department of Historic Resources  
Administrative Services Division  
10 Courthouse Avenue  
Petersburg, Virginia 23803

**Location Where Work Will Be Performed:** Various Locations, See Attached Projects

**Period of Contract:** See Attached Projects

Sealed Proposals will be received until **4:00 PM, Friday, August 12, 2016**, for furnishing the services described herein.

All inquiries for information should be directed to:

Mr. Tyler Turpin, VCO  
Procurement Officer  
Department of Historic Resources  
10 Courthouse Avenue  
Petersburg, VA 23803  
Phone number: (804) 862-6193  
Tyler.Turpin@dhr.virginia.gov

**PROPOSALS MUST BE MAILED OR HAND DELIVERED TO:**

Mr. Tyler Turpin, VCO  
Procurement Officer  
Department of Historic Resources  
10 Courthouse Avenue  
Petersburg, VA 23803  
Phone number: (804) 862-6193  
Tyler.Turpin@dhr.virginia.gov

In compliance with this Request for Proposal and to all the conditions imposed therein and hereby

incorporated by reference, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

Name and Address of Firm:

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

(Signature in Ink)

Name: \_\_\_\_\_

(Please Print)

Title: \_\_\_\_\_

\_\_\_\_\_ Zip Code \_\_\_\_\_

FEI/FIN NO: \_\_\_\_\_

Phone No. \_\_\_\_\_

E-mail: \_\_\_\_\_

Fax No. \_\_\_\_\_

Dunn and Bradstreet No. : \_\_\_\_\_

Size of Business (check one):             Micro-Small             Small             Large  
Minority-Owned (check one):             Yes                             No  
Women-Owned (check one):             Yes                             No

If your firm is certified by the Department of Small Business and Supplier Diversity (DSBSD), provide your certification number and the date of certification):

Certification number: \_\_\_\_\_ Certification Date: \_\_\_\_\_

## Table of Contents

	<b>Page</b>
<b>I. Purpose</b>	<b>5</b>
<b>II. Background</b>	<b>5</b>
<b>III. Statement of Needs</b>	<b>5</b>
<b>IV. Proposal Preparation and Submission Requirements</b>	<b>6</b>
<b>V. Evaluation and Award Criteria</b>	<b>8</b>
<b>VI. General Terms and Conditions</b>	<b>9</b>
<b>VII. Special Terms and Conditions</b>	<b>20</b>
<b>VIII. Method of Payment</b>	<b>25</b>
<b>IX. Pricing Schedule</b>	<b>27</b>
<b>X. Attachments:</b>	
A. Town of Ashland Historic District Survey and Nomination Update, Town of Ashland	<b>28</b>
B. Bristol Commercial Historic District Survey and Update, Town of Bristol	<b>42</b>
C. West Main Street Survey, City of Danville	<b>55</b>
D. Highland Springs Historic District Survey, Henrico County	<b>68</b>
E. Upperville Historic District Survey and Nomination Update, Fauquier County	<b>81</b>
F. Bruington Survey and Evaluation, King and Queen County	<b>96</b>

## **I. PURPOSE:**

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals to establish contracts through competitive negotiation for the purchase of services to conduct several Cost Share projects, see attachments for details, by the Commonwealth of Virginia's Department of Historic Resources (DHR).

## **II. BACKGROUND:**

DHR is responsible for the identification, evaluation and protection of historic resources throughout the Commonwealth. In order to work cooperatively with local governments toward these goals, DHR administers the Cost Share Program for the purpose of establishing agreements for local historic resource documentation and planning projects. The Cost Share Program has been designed to promote local and regional documentation and planning efforts and responds to Executive Memorandum 1-91, which requires agencies to reduce administrative burdens imposed on local governments in the management of state financial assistance programs.

In February of 2016, DHR issued a Request for Applications (RFA) to all Virginia localities and Planning District Commissions (PDC), to submit applications to DHR for Survey and Planning Cost Share Program funding for the 2016-17 cycle. The Cost Share program allows project costs to be shared between DHR and the local government or PDC. Eligible projects encompass a broad range of survey and planning activities that include a survey and/or Virginia Landmarks Register and National Register of Historic Places component, and address historic resources through identification, documentation, evaluation, and preservation planning activities consistent with the responsible stewardship of historic resources.

Following review of the applications submitted in response to the RFA, research and evaluation of project requirements, and consultation with local governments and PDCs receiving awards for the 2016-17 program cycle, DHR prepared project scopes of work for issuance in this RFP. All administrative functions of the projects posted in this RFP will be the responsibility of DHR, including securing services to accomplish the work, and management of the projects to ensure that products resulting from the projects meet the needs and requirements of the participating local governments and PDCs and DHR, and that project services and products are accomplished and delivered in a timely manner.

## **III. STATEMENT OF NEEDS:**

Please see each individual attached project to obtain that project's specific statement of needs.

#### IV. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:

##### A. GENERAL REQUIREMENTS:

1. RFP Response: In order to be considered for selection, offerors must submit a complete response to each attached scope of work, that the offeror wishes to submit a proposal for, contained in this RFP. **One original, so marked, and five (5) copies of each proposal must be submitted to DHR, and one (1) electronic copy saved as a PDF to a CD must be submitted to DHR. This includes pages 2-3 and page 21 of the RFP solicitation.** The offeror shall make no other distribution of the proposal.
  
2. Proposal Preparation:
  - a. The proposal(s) shall be signed by an authorized representative of the offeror. All information requested must be submitted. Failure to submit all information requested may result in the agency requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
  - b. The proposal(s) shall be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis must be placed on completeness and clarity of content.
  - c. Each copy of the proposal(s) must be bound or contained in a single volume where practical. All documentation submitted with the proposal(s) must be contained in that single volume.
  - d. Ownership of all data, materials and documentation originated and prepared for DHR pursuant to the RFP shall belong exclusively to DHR and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protection of Section 2.2-4342 of the *Virginia Public Procurement Act* prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.
  
3. Oral Presentation: Offerors who submit a proposal(s) in response to this RFP may be required to give an oral presentation of their proposal(s) to the DHR. This provides an opportunity for the offeror to clarify or elaborate on the proposal(s). This is a fact finding and explanation session only and does not include negotiation. The DHR will schedule the time and location of these presentations. Oral presentations are an option of the DHR and may or may not be conducted.

**B. SPECIFIC PROPOSAL REQUIREMENTS:**

Proposal(s) must be as thorough and detailed as possible so that the DHR may properly evaluate your capabilities to provide the required services. Offerors are required to submit the following items as a complete proposal(s):

1. The return of the RFP cover sheet, pricing schedule and addenda, if any, signed and filled out as required. **(This constitutes the State form).**
2. The format of each proposal must contain the following elements organized into separate chapters and sections, as the offeror may deem appropriate:

- a. Approach and Workplan: The proposal(s) must address, in depth, the offeror's plan to meet the requirements of each of the tasks and activities outlined in the Statement of Needs of this RFP. The workplan must discuss the staffing level(s) required to complete each task, as well as the relative effort that each member of the proposed project team will devote to the project. The workplan also must include a task-by-task schedule of the time required to complete the project. Workplan steps should be supported by the proposed hours the offeror agrees to commit to the project.
- b. Management Plan and Timetable: The offeror must present a plan that clearly explains how it will manage and control all proposed activities and the resulting timetable. The firm must explain how the management and administrative processes will ensure that appropriate levels of attention are given so that work is properly performed and that milestones are met on a timely basis as proposed.

This section should set forth beginning and ending dates, deliverables, and major milestones for a proposed timetable that coincides with the proposed workplan.

- c. Project Team Qualifications and Experience: This section must include the qualifications of the staff the offeror will assign to this project once selected. At a minimum, the proposal shall:
  - i. Designate a Project Manager.
  - ii. Include the organization, functional discipline, and responsibilities of project team members.
  - iii. Provide a complete resume or description of each team member's education, professional experience, length of time employed by the offeror and/or a sub offeror.
  - iv. Personnel named in the proposal shall remain assigned to the project

throughout the period of the contract. No diversion or replacement may be made without submission of a resume of the proposed replacement with final approval of the DHR.

- v. The offeror shall clearly state if it is proposing to subcontract any of the work herein. Names of sub offerors are to be provided and by proposing such firm(s) or individuals, the offeror assumes full liability for the sub offeror's performance.
- d. Firm Experience and Capabilities/References:** The purpose of this section is to provide an overview of the offeror's company, plus the offeror's commitment to the services set forth in this RFP.
- i. Summarize the organization structure and size of the company plus its date of organization and current principal place of business.
  - ii. Outline and briefly discuss the scope of services provided and the approximate percentage of the total business devoted to the type of services requested in this RFP.
  - iii. The offeror must specify, in a similar manner with references, etc., the qualifications of any sub offerors to be used in this proposed project.
  - iv. Include a list or describe representative clients served, both nationally and by the local office focusing on clients similar in size and complexity to the City.
  - v. Provide the current name, address and telephone number of at least three (3) specific references the company has served either currently or in the past two years; preferably those where one or more members of the project team provided the same or similar services as requested herein.
  - vi. Each reference should indicate the scope of services provided to each referenced client.
- e. Proposed price.**
- f. SWaM Certification.**

**V. EVALUATION AND AWARD CRITERIA:**

- A. Award:** Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting a proposal(s) on the basis of the evaluation factors included in the Request for Proposal, including price, if so stated in the Request for

Proposal. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror(s), which, in its opinion, have made the best proposal(s), and shall award the contract to those offerors. The DHR may cancel this Request for Proposal or reject proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous. (Section 2.2-4359, *Code of Virginia*.) Should the DHR determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the offeror's proposal as negotiated. The DHR will award each line item or project separately and reserve the right to award multiple line items or projects to one vendor.

To ensure that all the work is accomplished within the specified time frames, the DHR reserves the right to limit the number of contracts under DHR-sponsored survey and planning cost share agreements to no more than two awarded to any one vendor for the same contract period.

- B.** Evaluation Criteria: Proposals will be evaluated by the DHR using the following criteria:

<b>CRITERIA</b>	<b>POINT VALUE</b>
<b>A. Project Approach and Workplan</b>	<b>25</b>
<b>B. Project Management Plan and Timetable</b>	<b>25</b>
<b>C. Firm Experience and Capabilities/References</b>	<b>20</b>
<b>D. Project Cost</b>	<b>10</b>
<b>E. SWaM Certification</b>	<b>20</b>

A DMBE-certified small business that serves as prime vendor will receive full credit for small business utilization. Other businesses will receive credit based on their Small Business Subcontracting Plan.

**IV. GENERAL TERMS AND CONDITIONS:**

- A. VENDORS MANUAL:** This solicitation is subject to the provisions of the Commonwealth of Virginia *Vendors Manual* and any changes or revisions thereto, which are hereby incorporated into this contract in their entirety. The procedure for filing contractual claims is in section 7.19 of the *Vendors Manual*. A copy of the manual is normally available for review at the purchasing office and is accessible on the Internet at [www.eva.virginia.gov](http://www.eva.virginia.gov) under “Vendors Manual” on the vendors tab.

- B. APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The agency and the contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (*Code of Virginia*, § 2.2-4366). ADR procedures are described in Chapter 9 of the *Vendors Manual*. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.
- C. ANTI-DISCRIMINATION:** By submitting their proposals, offerors certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA)*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the contractor agrees as follows:
  - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
  - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
  - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
2. The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or

vendor.

- D. **ETHICS IN PUBLIC CONTRACTING:** By submitting their proposals, offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- E. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By entering into a written contract with the Commonwealth of Virginia, the Contractor certifies that the Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
- F. **DEBARMENT STATUS:** By participating in this procurement, the vendor certifies that they are not currently debarred by the Commonwealth of Virginia from submitting a response for the type of goods and/or services covered by this solicitation. Vendor further certifies that they are not debarred from filling any order or accepting any resulting order, or that they are an agent of any person or entity that is currently debarred by the Commonwealth of Virginia.
- G. **ANTITRUST:** By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.

**H. MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS FOR RFPs:**

1. (Request For Proposals): Failure to submit a proposal on the official state form provided for that purpose may be a cause for rejection of the proposal. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.

**I. CLARIFICATION OF TERMS:** If any prospective offeror has questions about the specifications or other solicitation documents, the prospective offeror should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.

**J. PAYMENT:**

1. To Prime Contractor:
  - a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the
  - b. Payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
  - c. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
  - d. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed.
  - e. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
  - f. **Unreasonable Charges.** Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the contractor, in writing, as to those charges

which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (*Code of Virginia*, § 2.2-4363).

2. To Subcontractors:

a. A contractor awarded a contract under this solicitation is hereby obligated:

(1) To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or

(2) To notify the agency and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.

b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.

3. Each prime contractor who wins an award in which provision of a SWAM procurement plan is a condition to the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.

4. The Commonwealth of Virginia encourages contractors and subcontractors to accept electronic and credit card payments.

- K. PRECEDENCE OF TERMS:** The following General Terms and Conditions *VENDORS MANUAL*, *APPLICABLE LAWS AND COURTS*, *ANTI-DISCRIMINATION*, *ETHICS IN PUBLIC CONTRACTING*, *IMMIGRATION REFORM AND CONTROL ACT OF 1986*, *DEBARMENT STATUS*, *ANTITRUST*, *MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS*, *CLARIFICATION OF TERMS*, *PAYMENT* shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.
- L. QUALIFICATIONS OF (OFFERORS):** The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the services/furnish the goods and the offeror shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect offeror's physical facilities prior to award to satisfy questions regarding the offeror's capabilities. The Commonwealth further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the Commonwealth that such offeror is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.
- M. TESTING AND INSPECTION:** The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
- N. ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the contractor in whole or in part without the written consent of the Commonwealth.
- O. CHANGES TO THE CONTRACT:** Changes can be made to the contract in any of the following ways:
- a. The parties may agree in writing to modify the terms, conditions, or scope of the contract. Any additional goods or services to be provided shall be of a sort that is ancillary to the contract goods or services, or within the same broad product or service categories as were included in the contract award. Any increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
  - b. The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt, unless the contractor intends to claim an adjustment to compensation, schedule, or other contractual impact that would be caused by complying with such notice, in which case the contractor shall, in writing, promptly notify the Purchasing Agency of the adjustment to be sought, and before proceeding to comply with the notice, shall await the Purchasing Agency's written

decision affirming, modifying, or revoking the prior written notice. If the Purchasing Agency decides to issue a notice that requires an adjustment to compensation, the contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:

- a. By mutual agreement between the parties in writing; or
- b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the contractor's records and/or to determine the correct number of units independently; or
- c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia *Vendors Manual*. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.

- P. DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.

- Q. INSURANCE:** By signing and submitting a bid or proposal under this solicitation, the bidder or offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The bidder or offeror further certifies that the contractor and any subcontractors will maintain these insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

**MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:**

1. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the *Code of Virginia* during the course of the contract shall be in noncompliance with the contract.
2. Employer's Liability - \$100,000.
3. Commercial General Liability - \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.

Automobile Liability - \$1,000,000 combined single limit. (Required only if a motor vehicle not owned by the Commonwealth is to be used in the contract. Contractor must assure that the required coverage is maintained by the Contractor (or third party owner of such motor vehicle).

**NOTE: In addition, various Professional Liability/Errors and Omissions coverage's are required when soliciting those services as follows:**

<u>Profession/Service</u>	<u>Limits</u>
Accounting	\$1,000,000 per occurrence, \$3,000,000 aggregate
Architecture	\$2,000,000 per occurrence, \$6,000,000 aggregate
Asbestos Design, Inspection or Abatement Contractors	\$1,000,000 per occurrence, \$3,000,000 aggregate
Health Care Practitioner (to include Dentists, Licensed Dental Hygienists, Optometrists, Registered or Licensed Practical Nurses, Pharmacists, Physicians, Podiatrists, Chiropractors, Physical Therapists, Physical Therapist Assistants, Clinical Psychologists, Clinical Social Workers, Professional Counselors, Hospitals or Health Maintenance Organizations.)	\$2,150,000 per occurrence, \$4,250,000 aggregate (Limits increase each July 1 through fiscal year 2031 per Code of Virginia §8.01-581.15.)
Insurance/Risk Management	\$1,000,000 per occurrence, \$3,000,000 aggregate
Landscape/Architecture	\$1,000,000 per occurrence, \$1,000,000 aggregate
Legal	\$1,000,000 per occurrence, \$5,000,000 aggregate
Professional Engineer	\$2,000,000 per occurrence, \$6,000,000 aggregate
Surveying	\$1,000,000 per occurrence, \$1,000,000 aggregate

- R. ANNOUNCEMENT OF AWARD:** Upon the award or the announcement of the decision to award a contract as a result of this solicitation, the purchasing agency will publicly post such notice on the DGS/DPS eVA VBO ([www.eva.virginia.gov](http://www.eva.virginia.gov)) for a minimum of 10 days.

- S. **DRUG-FREE WORKPLACE:** During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, “*drug-free workplace*” means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

- T. **NONDISCRIMINATION OF CONTRACTORS:** A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

- U. **eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION, CONTRACTS, AND ORDERS:** The eVA Internet electronic procurement solution, web site portal [www.eVA.virginia.gov](http://www.eVA.virginia.gov), streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution by completing the free eVA Vendor Registration. All bidders or offerors must register in eVA and pay the Vendor Transaction Fees specified below; failure to register will result in the bid/proposal being rejected.

Vendor transaction fees are determined by the date the original purchase order is issued and the current fees are as follows:

- a. For orders issued July 1, 2014, and after, the Vendor Transaction Fee is:

- (i.) DSBSD-certified Small Businesses: 1%, capped at \$500 per order.
- (ii.) Businesses that are not DSBSD-certified Small Businesses: 1%, capped at \$1,500 per order.

b. Refer to Special Term and Condition “eVA Orders and Contracts” to identify the number of purchase orders that will be issued as a result of this solicitation/contract with the eVA transaction fee specified above assessed for each order.

For orders issued prior to July 1, 2014, the vendor transaction fees can be found at [www.eVA.virginia.gov](http://www.eVA.virginia.gov). The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, typically within 60 days of the order issue date. Any adjustments (increases/decreases) will be handled through purchase order changes.

- V. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- W. **SET-ASIDES IN ACCORANCE WITH THE SMALL BUSINESS ENHANCEMENT AWARD PRIORITY:** This solicitation is set-aside for award priority to DSBSD-certified micro businesses or small businesses when designated “Micro Business Set-Aside Award Priority” or “Small Business Set-Aside Award Priority” accordingly in the solicitation. DSBSD-certified micro business or small businesses this include DSBSD-certified women-owned and minority-owned businesses when they have received the DSBSD small business certification. For purposes of award offerors shall be deemed micro businesses or small businesses if and only if they are certified as such by DSBSD on the due date for receipt of proposals.
- X. **BID PRICE CURRENCY:** Unless stated otherwise in the solicitation, offerors shall state offer prices in US dollars.
- Y. **AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH:** A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law. Any business entity described above that enters into a contract with a public body pursuant to the Virginia Public Procurement Act shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. A public body may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

## VI. SPECIAL TERMS AND CONDITIONS:

- A. **AUDIT:** The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.
- B. **AWARD TO MULTIPLE OFFERORS:** Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. The Commonwealth reserves the right to make multiple awards as a result of this solicitation. The Commonwealth may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (Code of Virginia, § 2.2-4359D). Should the Commonwealth determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.
- BEST AND FINAL OFFER (BAFO):** At the conclusion of negotiations, the offeror(s) may be asked to submit in writing, a Best And Final Offer (BAFO). After the BAFO is submitted, no further negotiations shall be conducted with the offeror(s). The offeror's proposal will be rescored to combine and include the information contained in the BAFO. The decision to award will be based on the final evaluation including the BAFO.
- C. **BID ACCEPTANCE PERIOD:** Any proposal in response to this solicitation shall be valid for 60 days. At the end of the 60 days the proposal may be withdrawn at the written request of the offeror. If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.

- D. CANCELLATION OF CONTRACT:** DHR reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- E. IDENTIFICATION OF PROPOSAL ENVELOPE:** If a special envelope is not furnished, or if return in the special envelope is not possible, the signed proposal should be returned in a separate envelope or package, sealed and identified as follows:

<b>From:</b>	
<b>Name of Offeror</b>	<b>Due Date and Time</b>
<b>Street/Box No.</b>	<b>IFB No./RFP No.</b>
<b>City/State/Zip Code</b>	<b>IFB/RFP Title</b>
<b>DSBSD-certified Micro Business or Small Business No.</b>	
<b>Name of Contract/Purchase Officer or Buyer</b>	

- a. The envelope should be addressed as directed.
- b. A proposal not contained in the special envelope is mailed, the offeror takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. Proposals may be hand delivered to the designed location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the envelope.

- F. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of the agency. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish the agency with the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by his subcontractor(s) and shall assure compliance with all requirements of the contract.
- G. **SMALL BUSINESS SUBCONTRACTING AND EVIDENCE OF COMPLIANCE:**
- A. It is the goal of the Commonwealth that 42% of its purchases be made from small businesses. This includes discretionary spending in prime contracts and subcontracts. All offerors are required to submit a Small Business Subcontracting Plan. Unless the offeror is registered as a DSBSD-certified small business and where it is not practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such subcontracting opportunities to DSBSD-certified small businesses. This shall include DSBSD-certified women-owned and minority-owned businesses when they have received DSBSD small business certification. No offeror or subcontractor shall be considered a small business unless certified as such by the Department of Small Business and Supplier Diversity (DSBSD) by the due date for receipt of bids or proposals. If small business subcontractors are used, the prime contractor agrees to report the use of small business subcontractors by providing the purchasing office at a minimum the following information: name of small business with the DSBSD certification number, phone number, total dollar amount subcontracted, category type (small, women-owned, or minority-owned), and type of product/service provided.
- B. Each prime contractor who wins an award in which a small business subcontracting plan is a condition of the award, shall deliver to the contracting agency or institution on a monthly basis, evidence of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the small business subcontracting plan. Upon completion of the contract, the contractor agrees to furnish the purchasing office at a minimum the following information: name of firm with the DSBSD certification number, phone number, total dollar amount subcontracted, category type (small, women owned, or minority-owned), and type of product or service provided. Payment(s) may be withheld until compliance with the plan is received and confirmed by the agency or institution. The agency or institution reserves the right to pursue other appropriate remedies for non-compliance to include, but not be limited to, termination for default.
- C. Each prime contractor who wins an award valued over \$200,000 shall deliver to the contracting agency or institution on monthly basis, information on use of subcontractors that are not DSBSD-certified small businesses. Upon completion of the contract, the contractor agrees to furnish the purchasing office at a minimum the following information: name of firm, phone number, total dollar amount subcontracted, and type of product or service provided.
- H. **INVENTIONS AND COPYRIGHTS:** The contractor is prohibited from copyrighting

any papers, interim reports, forms, or other material and/or obtaining patents on any invention resulting from its/his performance under this agreement, except upon the written direction of the Commonwealth of Virginia. The copyright or patent shall belong to the Commonwealth of Virginia.

- I. **FREEDOM OF INFORMATION ACT:** Ownership of all data, material and documentation originated and prepared for the State is subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.
- J. **DRUG FREE WORKPLACE:** Each of the following acts is prohibited by the contractor or his/her employees performing service under the terms of a contract resulting from this solicitation.
- a. Unlawful or unauthorized manufacture, distribution, dispensing, possession or use of alcohol or other drugs at the workplace.
  - b. Impairment or incapacitation in the workplace from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes).
  - c. By submitting a proposal, offerors certify that they understand these prohibitions, and if awarded a contract as the result of this solicitation, they will comply. They also understand that a violation of these prohibitions is a breach of contract and can result in default action.
- K. **PRIME CONTRACTOR RESPONSIBILITIES:** The contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime contractor. The contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.
- L. **eVA BUSINESS-TO-GOVERNMENT CONTRACTS AND ORDERS:** The solicitation/contract will result in (1) purchase order(s) per project with the eVA transaction fee specified below assessed for each order.
- Vendors desiring to provide services to the Commonwealth shall participate in the eVA Internet e-procurement solution.
- M. **STATE CORPORATION COMMISSION IDENTIFICATION NUMBER:** Pursuant to Code of Virginia, §2.2-4311.2 subsection B, a offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to

include in its proposal the identification number issued to it by the State Corporation Commission (SCC). Any offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its proposal a statement describing why offeror is not required to be so authorized. Indicate the above information on the SCC Form provided. Contractor agrees that the process by which compliance with Titles 13.1 and 50 is checked during the solicitation stage (including without limitation the SCC Form provided) is streamlined and not definitive, and the Commonwealth's use and acceptance of such form, or its acceptance of Contractor's statement describing why the offeror was not legally required to be authorized to transact business in the Commonwealth, shall not be conclusive of the issue and shall not be relied upon by the Contractor as demonstrating compliance.

- N. **E-VERIFY PROGRAM:** Pursuant to Code of Virginia, §2.2-4308.2., any employer with more than an average of 50 employees for the previous 12 months entering into a contract in excess of \$50,000 with any agency of the Commonwealth to perform work or provide services pursuant to such contract shall register and participate in the E-Verify program to verify information and work authorization of its newly hired employees performing work pursuant to such public contract. Any such employer who fails to comply with these provisions shall be debarred from contracting with any agency of the Commonwealth for a period up to one year. Such debarment shall cease upon the employer's registration and participation in the E-Verify program. If requested, the employer shall present a copy of their Maintain Company page from E-Verify to prove that they are enrolled in E-Verify.

## VIII. METHOD OF PAYMENT:

- A. **SUBMISSION OF INVOICES TO DHR:** *The contractor shall submit invoices for the work performed according to the schedule outlined in the Reporting and Delivery Instructions of each attached project.*

**Original invoices must be sent to:**

Virginia Department of Historic Resources  
Attn: Finance Manager  
10 Courthouse Ave.  
Petersburg, VA 23803  
Phone: 804.862.6198

A copy of all invoices must also be e-mailed for approval to Carey L. Jones at [Carey.Jones@dhr.virginia.gov](mailto:Carey.Jones@dhr.virginia.gov)

**Electronic submissions are acceptable.**

An invoice shall be provided by the contractor at each of the following stages of the project (see due dates in schedule, outlined in the Reporting and Delivery Instructions section of each attached project):

1. Upon successful completion of the first project meeting, and the orientation and training meetings, as required (10% of the total project fee);
2. When the project has met the twenty five percent (25%) completion point (15% of the total project fee);
3. When the project has met the fifty percent (50%) completion point (25% of the total project fee);
4. When the project has met the seventy-five percent (75%) completion point (25% of the total project fee);
5. When the contractor has provided all final materials to DHR (25% of the total project fee).

- B. **PROGRESS REPORTS:** *Each invoice must be accompanied by a progress report.*

The progress report shall:

1. List all tasks and deliverables required by the project;
2. State the percentage completed as of the date of the invoice;
3. Include an itemization of required services and products completed for that stage of the project;
4. Reflect submission of materials for review to DHR, and to the locality as required, as noted in the Reporting and Delivery Instructions section, of each attached project, with an itemization of materials submitted and date of submittal (the itemization should be in the form of DHR number, if assigned, and property

address). Note that the progress reports may use the format of the project schedules included in each project overview, attached.

**Electronic submissions are acceptable.**

**C. PAYMENT:**

Payment on each invoice will be made by DHR within 30 days following receipt and approval of the invoice, **contingent upon acceptance of the services performed and acceptance of the products for the period covered by the invoice.** When review of materials covered by the invoice indicates that substantial revisions are needed to meet DHR requirements, approval of payment may be delayed due to the length of time required for review and DHR's need to confirm that the products will be acceptable once changes are made. DHR will make every effort to review products and approve invoices on acceptable materials within two weeks of receipt of deliverables. **Note that failure to submit the invoice to the correct location, failure to submit a progress report with the invoice, or failure to submit a complete package of deliverables in the correct format and to the correct locations, prepared according to DHR requirements, may result in delayed payment.**

**IX. PRICING SCHEDULE:**

**Provide a lump sum price for each attached project separately. Only provide pricing on projects that you are interested in.**

Total project price to include all mileage, phone, lodging, meals, copying, photography, etc. to provide services as described:

Attachment A: Lump Sum Price: \_\_\_\_\_

Attachment B: Lump Sum Price: \_\_\_\_\_

Attachment C: Lump Sum Price: \_\_\_\_\_

Attachment D: Lump Sum Price: \_\_\_\_\_

Attachment E: Lump Sum Price: \_\_\_\_\_

Attachment F: Lump Sum Price: \_\_\_\_\_

**X. ATTACHMENTS**

See following pages.

**ATTACHMENT A**

**TOWN OF ASHLAND HISTORIC DISTRICT  
SURVEY AND NOMINATION UPDATE**

## PROJECT OVERVIEW

**Issue Date:** July 1, 2016

**Title:** **HISTORIC DISTRICT SURVEY AND NOMINATION UPDATE**

**Commodity Code:** **90700**

**Issuing Agency:** Commonwealth of Virginia  
Department of Historic Resources  
Administrative Services Division  
10 Courthouse Avenue  
Petersburg, Virginia 23803

**Location Where Work  
Will Be Performed:** **Town of Ashland**

**Period of Contract:** Date of Award through Friday, May 26, 2017

Responses will be received until **4:00 PM, Friday, August 12, 2016**, for furnishing the services described herein. They may be hand delivered, or provided by U.S. mail, by FedEx, or UPS (no faxed or e-mailed responses will be accepted), to:

Mr. Tyler Turpin  
Procurement Officer  
Department of Historic Resources  
10 Courthouse Avenue  
Petersburg, VA 23803  
Phone number: (804) 862-6193  
Tyler.Turpin@dhr.virginia.gov

All inquiries about the scope of the projects should be directed to Ms. Carey L. Jones at (804) 482-6453 or [Carey.Jones@dhr.virginia.gov](mailto:Carey.Jones@dhr.virginia.gov) and all questions about the solicitation itself or procurement process should be directed Mr. Tyler Turpin at (804) 862-6193.

## **I. Purpose**

The purpose of this solicitation is to establish a contract for the purchase of services by the Commonwealth of Virginia's Department of Historic Resources (DHR) to carry out the Town of Ashland Historic District Survey and Nomination Update in the Town of Ashland. It is anticipated that this historic resources documentation effort will result in increased awareness about the location and significance of historic properties and will support the Town's long term planning, development, education, and tourism goals.

All administrative functions of this project will be the responsibility of DHR, including securing professional services to accomplish the work, and management of the project to ensure a product that will meet the needs and requirements of both the Town of Ashland and DHR, and that is delivered in a timely manner.

## **II. Background and Project Information**

The purpose of this project is to conduct a reconnaissance-level survey of all resources within the Town of Ashland Historic District (DHR ID# 166-0001) and prepare an update to the National Register of Historic Places nomination form. The original Town of Ashland Historic District, listed on the State and National Registers in December 1983, included a detailed inventory and a period of significance from the late 1840's to 1934. This project is two-fold: to bring the nomination inventory up to current DHR standards and to reflect current conditions and to expand the period of significance to 1964. The boundaries of the historic district will remain intact and will not be updated as part of this project.

The objective of the inventory part of this project is to:

- 1) Correct property addresses and descriptions in the original nomination. Recently, local historians in Ashland have discovered anomalies in addresses and estimated dates of construction for a number of resources in the district. The consultant will utilize the Town of Ashland GIS information to confirm and update the address information in VCRIS and work with local historians to update inaccurate dates of construction.
- 2) Update in VCRIS properties that were originally designated as non-contributing for their current status and those that have been demolished since the original nomination.
- 3) Add buildings into VCRIS and the nomination inventory that were excluded from the original nomination or built after the nomination was approved.

The nomination update will extend the period of significance for the district from 1934 to 1964 and update the nomination materials to include the updated significance information. Such buildings as the Ashland Theater, built in 1948, the Town Hall, built in 1955, the Duncan Memorial Church, ca. 1950, and several commercial and residential buildings will need to be updated. It is anticipated that all 250 properties in the district will need to be revisited and updated in VCRIS. Though they will not all need the same level of update and documentation, it is anticipated that photos will be provided and a survey event added to VCRIS to document the field visit.

The nomination update materials will be presented on continuation sheets, not a new NRHP nomination form, and will include an updated resource count in Section 5, an updated narrative description and inventory in Section 7, and a statement of significance statement updated to cover the full extent of the period of significance in section 8. A new historic district map showing the current conditions of the district and contributing/noncontributing status of each resource will also be provided. GIS staff from the Town of Ashland can provide baseline documentation information for creating the historic district map.

Additional information about the nomination update requirements can be located on DHR's website:

[http://www.dhr.virginia.gov/registers/GuidanceMaterials/TechGuidanceFAQsNRnominations 2014 FINAL.docx](http://www.dhr.virginia.gov/registers/GuidanceMaterials/TechGuidanceFAQsNRnominations2014FINAL.docx). The nomination update does not require an official public hearing or property owner notification. Examples of nomination updates can also be found in the Registers section of DHR's website.

### **III. Statement of Needs**

The consultant shall provide all labor and materials for the Town of Ashland Historic District Survey and Nomination Update project. Field survey and preparation of all materials shall be consistent with the procedures established by the U.S. Department of the Interior, National Park Service Guidelines for Local Surveys: A Basis for Preservation Planning and all requirements as outlined in DHR's Guidelines for Conducting Historic Resources Survey in Virginia (2011) available on DHR's website at: [www.dhr.virginia.gov/pdf\\_files/Survey%20Manual-RevOct.2011Final.pdf](http://www.dhr.virginia.gov/pdf_files/Survey%20Manual-RevOct.2011Final.pdf).

It is the expectation of DHR and the Town of Ashland that all materials prepared for this project will be professionally executed according to requirements included in Attachment E of this RFP, fully proofread and edited by the consultant, and submitted according to requirements set forth in Attachment F of this RFP. Materials that do not meet these requirements shall be returned to the consultant for editing and resubmission. Final documentation products shall be provided according to the requirements for quantity, content, and format included in this Request for Proposals; shall be consistent with all applicable DHR requirements; and shall fully reflect comments resulting from review by DHR of draft materials submitted by the consultant to DHR, and by the Town of Ashland, according to the Detailed Schedule of Deliverables (Section VI).

### **IV. Project Schedule and Deliverables Overview**

The deliverables for this project, as detailed in this and the following two sections, are due at set intervals throughout the project. As described in this Request for Proposals the project intervals are set at the 25%, 50%, 75% and 100%, completion points (See Detailed Schedule, Section VI). Draft electronic versions of the survey materials including draft VCRIS forms, digital photos, and electronic site plans will be submitted to the Town of Ashland, to DHR's Eastern Region staff and to DHR's Architectural Survey Coordinator both in DHR's Richmond Office. The electronic copies can be saved to a disk or shared via an electronic file transfer system. If the draft materials do not meet DHR requirements, they will be subject to revision by the consultant. Once the draft materials are

approved, the hard copies of the printed form, black and white photographs, and site plans will be forwarded to DHR's Architectural Survey Coordinator. Upon approval of the hard copy materials at the 25%, 50%, 75% and 100% points the consultant should submit an invoice and progress report to DHR's Administrative Services staff and DHR's Architectural Survey Coordinator.

## **A. Project Schedule**

### **1. Project Initiation: Meetings, Orientation, Training**

At the start of the project, the consultant shall meet with DHR staff and Town of Ashland officials to discuss the goals of the project. The consultant will also attend a public information meeting with Town of Ashland officials and DHR staff to be held as soon as possible during evening hours in Ashland. These meetings can be held on the same day and can be coordinated with a windshield survey of the area. The public information meeting will provide community members an opportunity to learn more about the project, meet the staff members working on the project, and provide historic information and sources about the survey area. It is anticipated that the consultant will attend the meeting and make a brief presentation about their organization and proposed methodology.

If the consultant has not been directly involved in a Cost Share program project within 12 months prior to the project contract date then the consultant will attend a project orientation meeting with DHR's Architectural Survey Coordinator in DHR's Richmond Office prior to the first project meeting. This meeting can include VCRIS training (described below), and can be coordinated with conducting required background research in DHR's Archives. At this time the consultant may obtain survey packaging materials (file folders, photo sleeves, etc.) for this project from DHR's Archivist and make copies of all materials relevant to this project located in DHR's Archives (copies are free of charge, and are to be provided to the Town of Ashland at the end of the project).

If the consultant, or anyone employed by the consultant, has not had VCRIS training, within the six months prior to beginning work on this project, the consultant should arrange for training with DHR's Architectural Survey Coordinator. The individual(s) responsible for entering data into VCRIS for this project must attend this training.

### **2. Background Research**

Prior to beginning fieldwork, the consultant will review existing survey materials for the Town of Ashland historic district held by the DHR Archives, including photographs and site plans for properties in the district. The consultant will also examine all pertinent information related to the historic district in the Town of Ashland government records and will carry out background research in other repositories including local historical society records, and materials at the Library of Virginia and the Virginia Historical Society.

### **3. Field Survey**

The consultant will conduct a field survey to gather information on the existing conditions of the properties in the district and to identify which properties need updates in VCRIS and which one

require a complete reconnaissance-level survey. During the field survey, each property should be recorded with photographs and notes about changes, if any exist, have occurred to the resources. It is anticipated that there are numerous secondary resources in the district that will require additional documentation.

#### 4. Interim Submittals

During the initial phase of the project, the consultant shall meet with DHR and Town of Ashland officials to discuss the goals, progress, and findings of the project. The first project meeting shall be held by Friday, November 18, 2016. By Friday, May 26, 2017, all work on the project for the purposes of this contract must be completed and provided to DHR. The project schedule may be accelerated by the consultant with prior approval of DHR and the Town of Ashland.

Draft project deliverables are due at intervals throughout the project, at 25%, 50%, and 75% completion points. Electronic versions of the draft survey materials will be provided to DHR's Eastern Region staff and DHR Architectural Survey Coordinator at each of the project intervals for their review and approval. These draft survey materials will include an electronic version of the VCRIS form, color digital photos, and a digital site plan. These materials can be submitted on a CD or through an electronic file transfer system. Once the draft survey materials are approved by DHR staff, the consultants will submit the hard copy VCRIS forms, the black and white photographs, and the hard copy site plans to the DHR's Architectural Survey Coordinator.

It is the expectation of DHR and the Town of Ashland that all materials prepared for this project will be professionally executed according to requirements this RFP, fully proofread and edited by the consultant, completely responsive to project, DHR, and Town of Ashland requirements, and submitted according to requirements set forth in Attachment F of this RFP.

- A. If project orientation and training meetings are required, they are to be scheduled prior to the first project meeting with DHR and Town of Ashland representatives. The consultant will attend the first project meeting with DHR's Eastern Region staff and Town of Ashland officials no later than Friday, November 18, 2016 to discuss the project. A windshield survey may be conducted as part of this meeting. Part of this meeting may also include a **public meeting**; otherwise a separate public meeting may be held during the initial phase of the project. All initial meetings should be complete by Friday, November 18, 2016.
- B. By January 13, 2017, the project must be twenty-five percent (25%) complete. A minimum of seventy-five (75) draft reconnaissance-level documentation forms, with digital photographs, VCRIS forms, and site plans will be submitted to DHR's Architectural Survey Coordinator who will share them with the regional office staff and to the Town of Ashland. Once the draft materials are approved, hard copies of the materials will be submitted to DHR's Architectural Survey Coordinator. An additional disk and set of paper copy materials shall also be provided to the Town of Ashland.
- C. By February 24, 2017 the project must be fifty percent (50%) complete. A minimum of

one-hundred and twenty five (125) draft reconnaissance-level documentation forms, with digital photographs, VCRIS forms, and site plans will be submitted to DHR's Architectural Survey Coordinator who will share them with the regional office staff and to the Town of Ashland. Once the draft materials are approved, hard copies of the materials will be submitted to DHR's Architectural Survey Coordinator. An additional disk and set of paper copy materials shall also be provided to the Town of Ashland.

- D.** By Friday, April 14, 2017, the project must be seventy-five percent (75%) complete. The remaining fifty (50) draft reconnaissance-level documentation forms, with digital photographs, VCRIS forms, and site plans will be submitted to the DHR's Architectural Survey Coordinator who will share them with the regional office staff and to the Town of Ashland. Once the draft materials are approved, hard copies of the materials will be submitted to DHR's Architectural Survey Coordinator. An additional disk and set of paper copy materials shall also be provided to the Town of Ashland. The consultant will also submit, in electronic form, draft continuation sheets for the Town of Ashland Historic District update. The continuation sheets will reflect the updated inventory based on the reconnaissance survey and provide a discussion of the updated period of significance. A draft updated historic district map will also be submitted by the consultant.
- E.** By Friday, May 26, 2017, all complete, final documentation products (printed, photographs, and site plans), and historic district update materials must be received by DHR. Distribution of materials to the Town of Ashland will be handled by the consultant in consultation with DHR's Architectural Survey Coordinator.

Final project materials will consist of:

- final, complete reconnaissance-level documentation and/or updated materials for approximately 250 properties in the Town of Ashland Historic District. An electronic copy and hard copies of the survey materials will also be prepared for the Town; however they request color photos on standard photographic paper to reduce project costs.
- Updated nomination materials for the Town of Ashland Historic District including updated resource counts, a complete inventory reflecting the current conditions of the district and the expanded period of significance, a discussion of the architectural styles, functions, and forms from the expanded period, as well as additional styles, functions, or forms that date to the expanded period, the statement of significance updated to cover the full extent of the expanded period of significance that explains how areas of significance described in the original nomination continued or relate to the extended period, and to describe any additional areas of significance dating only to the extended period. The updated nomination materials will also include a historic district map, produced in assistance with the Town of Ashland GIS, that displays the updated contributing or non-contributing status of the resources within the district.

Final documentation products shall be provided according to requirements for quantity, content, and format in this RFP; shall be consistent with all applicable DHR requirements; and shall fully reflect comments resulting from review by DHR of draft materials, and from the Town of Ashland if provided, according to the schedule outlined above. The consultant will distribute materials to the

Town of Ashland in consultation with DHR's Architectural Survey Coordinator.

## **V. Project Deliverables**

### **A. Reconnaissance Documentation**

As per DHR's Guidelines (2011) and revisions as put forth in the Draft VCRIS Data Entry Guide (2016), the following materials shall be provided for each recorded property:

1. One (1) hard copy reconnaissance-level documentation form utilizing VCRIS for the data entry;
2. One (1) set of 3½" x 5" black and white, archival photographs placed in neatly labeled DHR photo transparent sheets and labeled according to DHR requirements (4" x 6" black and white photos may be used if 3½" x 5" size photos cannot be obtained);
3. One (1) set of digital images saved on a CD-ROM as an uncompressed JPG file, 1600x1200, at 300 dpi. Individual digital images shall be named and organized according to the convention found in DHR's *Guidelines* (2011); and
4. One (1) site plan sketch of each property indicating the relationship between the primary resource(s) and any secondary resource(s), the public sidewalk and street or road and neighboring properties, significant landscape features and any significant natural features such as creeks and rivers.

### **B. Updated Nomination Materials**

The following products will be prepared to update the existing nomination:

- an updated inventory with (at least) DHR #, Property Type, Architectural Style, Date of Construction, and district status (contributing/non-contributing) that accounts for all buildings in the district;
- a narrative description describing the historic context of the extended period of significance and how it continues the historic themes found in the district,
- A historic district map that shows the historic district boundaries, all resources in the historic district, their district status, and
- A complete, updated bibliography.

This information will be provided on continuation sheets as additional documentation, and will not need to go through the board review process.

## VI. Detailed Schedule of Deliverables

*See item IV above for a detailed schedule, with further information on deadlines for meetings and due dates. The project schedule may be accelerated by the consultant with prior approval of DHR and the Town of Ashland.*

### **Friday, November 18, 2016:**

- Project meeting with consultant, DHR, and Town of Ashland officials.
- Project orientation meeting and VCRIS training (if needed) with DHR staff.
- Archival research at DHR.

### **Friday, January 13, 2017 - 25% completion:**

- At minimum seventy-five (75) draft reconnaissance-level VCRIS forms, with digital photographs and site plans to Town of Ashland, DHR's Eastern Region staff and DHR's Architectural Survey Coordinator.

### **Friday, February 24, 2017 - 50% completion:**

- At minimum one-hundred and twenty five (125) draft reconnaissance VCRIS forms, with digital photographs and site plans to Town of Ashland, DHR's Eastern Region staff and DHR's Architectural Survey Coordinator.
- Final reconnaissance-level property documentation forms and supporting materials from the initial submission in hard copy to DHR's Architectural Survey Coordinator revised as per DHR and Town of Ashland staff.

### **Friday, April 14, 2017 - 75% completion:**

- At minimum fifty (50) draft reconnaissance-level VCRIS forms, with digital photographs and site plans to DHR's Eastern Region staff and DHR's Architectural Survey Coordinator.
- Final reconnaissance-level property documentation forms and supporting materials from the second submission in hard copy to DHR's Architectural Survey Coordinator revised as per DHR and Town of Ashland staff.
- Draft historic district continuation sheets with updated resource counts (Section 5), district inventory (Section 7), and explanation of extended period of significance (Section 8).

### **Friday, May 26, 2017 - 100% completion:**

- All complete, final documentation products including printed VCRIS forms, photographs (printed black and white and digital), and site plans to DHR's Architectural Survey Coordinator.
- Final historic district continuation sheets and updated historic district map, revised per DHR and Town of Ashland comments.
- Community meeting to present results of the nomination update complete.

**VII. Consultant Data Sheet**

QUALIFICATIONS OF OFFEROR:

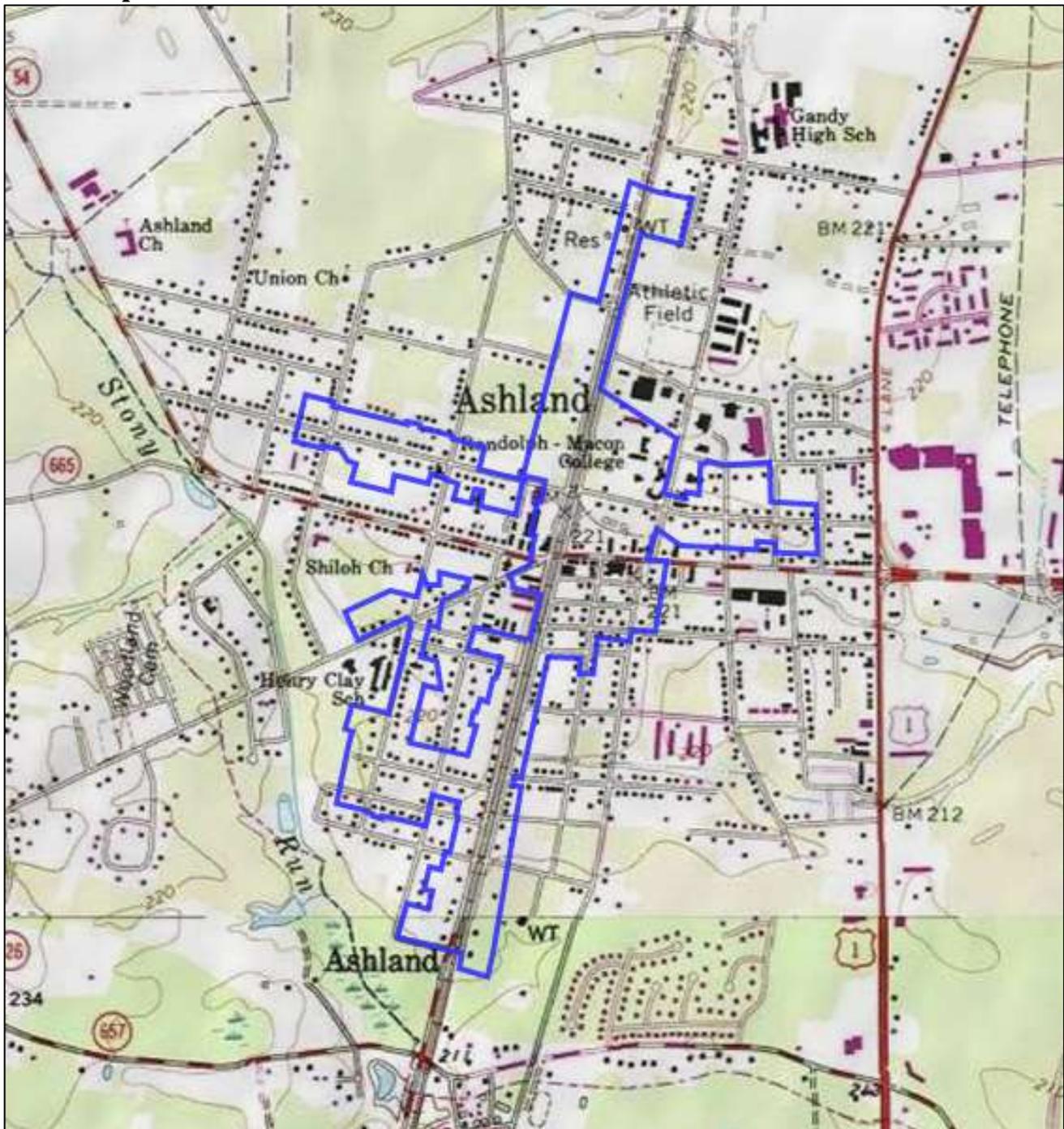
Offerors must have the capability and capacity in all respects to fully satisfy all of the contractual requirements.

YEARS IN BUSINESS: Indicate the length of time you have been in business providing this type of service. Years: \_\_\_\_\_ Months: \_\_\_\_\_.

REFERENCES: Indicate below a listing of at least three (3) recent references you have provided historic preservation related work. Include the date service was furnished and the name, address and phone number of the person the purchasing office has your permission to contact.

<b>CLIENT NAME</b>	<b>DATE OF SERVICE</b>	<b>CONTACT PERSON &amp; INFORMATION</b>

## VIII. Map Town of Ashland Historic District



Source: VCRIS, USGS Topographic Map

**Small Business Subcontracting Plan**

It is the goal of the Commonwealth that more than 42% of its purchases be made from small businesses. All potential bidders are required to submit a Small Business Subcontracting Plan.

**Small Business:** "Small business (including micro)" means a business which holds a certification as such by the Virginia Department of Small Business and Supplier Diversity (DSBSD) on the due date for proposals. This shall also include DSBSD-certified women- and minority-owned businesses when they also hold a DSBSD certification as a small business on the proposal due date. Currently, DSBSD offers small business certification and micro business designation to firms that qualify.

Certification applications are available through DSBSD online at [www.DSBSD.virginia.gov](http://www.DSBSD.virginia.gov) (Customer Service).

**Offeror Name:** \_\_\_\_\_

**Preparer Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Instructions**

- A. If you are certified by the DSBSD as a micro/small business, complete only Section A of this form. This includes but is not limited to DSBSD-certified women-owned and minority-owned businesses when they have also received DSBSD small business certification.
- B. If you are not a DSBSD-certified small business, complete Section B of this form. For the offeror to receive credit for the small business subcontracting plan evaluation criteria, the offeror shall identify the portions of the contract that will be subcontracted to DSBSD-certified small business for the initial contract period in Section B..

Offerors which are small businesses themselves will receive the maximum available points for the small business participation plan evaluation criterion, and do not have any further subcontracting requirements.

Offerors which are not certified small businesses will be assigned points based on proposed expenditures with DSBSD-certified small businesses for the initial contract period in relation to the offeror’s total price for the initial contract period.

Points will be assigned based on each offeror’s proposed subcontracting expenditures with DSBSD certified small businesses for the initial contract period as indicated in Section B in relation to the offeror’s total price.

**Section A**

If your firm is certified by the Department of Small Business and Supplier Diversity (DSBSD), provide your certification number and the date of certification):

Certification number: \_\_\_\_\_ Certification Date: \_\_\_\_\_



**State Corporation Commission Form**

**Virginia State Corporation Commission (SCC) registration information. The offeror:**

is a corporation or other business entity with the following SCC identification number: \_\_\_\_\_ **-OR-**

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from offeror's out-of-state location) **-OR-**

is an out-of-state business entity that is including with this proposal an opinion of legal counsel which accurately and completely discloses the undersigned offeror's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

**\*\*NOTE\*\*** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver):

\_\_\_\_\_  
*Signature*

**Typed Name:**  
\_\_\_\_\_

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

**ATTACHMENT B**

**CITY OF BRISTOL  
SURVEY AND COMMERCIAL HISTORIC DISTRICT BOUNDARY  
INCREASE NOMINATION**

## PROJECT OVERVIEW

**Issue Date:** July 1, 2016

**Title:** **City of Bristol Survey and Commercial Historic District Boundary Increase Nomination**

**Commodity Code:** **90700**

**Issuing Agency:** Commonwealth of Virginia  
Department of Historic Resources  
Administrative Services Division  
10 Courthouse Avenue  
Petersburg, Virginia 23803

**Location Where Work Will Be Performed:** **PROJECT LOCATION**

**Period of Contract:** Date of Award through Friday, March 31, 2017

Responses will be received until **4:00 PM, Friday, August 12, 2016**, for furnishing the services described herein. They may be hand delivered, or provided by U.S. mail, by FedEx, or UPS (no faxed or e-mailed responses will be accepted), to:

Mr. Tyler Turpin  
Procurement Officer  
Department of Historic Resources  
10 Courthouse Avenue  
Petersburg, VA 23803  
Phone number: (804) 862-6193  
Tyler.Turpin@dhr.virginia.gov

All inquiries about the scope of the projects should be directed to Ms. Carey L. Jones at (804) 482-6453 or [Carey.Jones@dhr.virginia.gov](mailto:Carey.Jones@dhr.virginia.gov) and all questions about the solicitation itself or procurement process should be directed Mr. Tyler Turpin at (804) 862-6193.

## **I. Purpose**

The purpose of this solicitation is to establish a contract for the purchase of services by the Commonwealth of Virginia's Department of Historic Resources (DHR) to carry out the City of Bristol Commercial Historic District Boundary Increase Survey and nomination project in the City of Bristol. It is anticipated that this historic resources documentation effort will result in increased awareness about the location and significance of historic properties and will support the Town's long term planning, development, education, and tourism goals.

All administrative functions of this project will be the responsibility of DHR, including securing professional services to accomplish the work, and management of the project to ensure a product that will meet the needs and requirements of both the City of Bristol and DHR, and that is delivered in a timely manner.

## **II. Background and Project Information**

The purpose of this project is to conduct a reconnaissance-level survey of ten properties and complete a National Register of Historic Places nomination form for the City of Bristol Commercial Historic District Piedmont Avenue Boundary Increase (DHR ID#102-5035) The boundary increase area encompasses both the east and west sides of Piedmont Avenue and includes well-preserved commercial buildings constructed as early as ca. 1915, as well as the 1933 former post office and 1931 former Masonic Temple.

This project will involve three primary tasks:

- Background research of the existing survey files at DHR's Archives and field survey;
- Reconnaissance-level architectural survey including VCRIS data entry and survey file preparation for 10 properties; and
- Preparation of a National Register of Historic Places Nomination Form for the boundary increase area.

## **III. Statement of Needs**

The consultant shall provide all labor and materials for the City of Bristol Historic District Survey and Boundary Increase project. Field survey and preparation of all materials shall be consistent with the procedures established by the U.S. Department of the Interior, National Park Service Guidelines for Local Surveys: A Basis for Preservation Planning and all requirements as outlined in DHR's Guidelines for Conducting Historic Resources Survey in Virginia (2011) available on DHR's website at: [www.dhr.virginia.gov/pdf\\_files/Survey%20Manual-RevOct.2011Final.pdf](http://www.dhr.virginia.gov/pdf_files/Survey%20Manual-RevOct.2011Final.pdf).

It is the expectation of DHR and the City of Bristol that all materials prepared for this project will be professionally executed according to requirements included in Attachment E of this RFP, fully proofread and edited by the consultant, and submitted according to requirements set forth in Attachment F of this RFP. Materials that do not meet these requirements shall be returned to the consultant for editing and resubmission. Final documentation products shall be provided according

to the requirements for quantity, content, and format included in this Request for Proposals; shall be consistent with all applicable DHR requirements; and shall fully reflect comments resulting from review by DHR of draft materials submitted by the consultant to DHR, and by the City of Bristol, according to the Detailed Schedule of Deliverables (Section VII).

#### **IV. Project Schedule and Deliverables Overview**

The deliverables for this project, as detailed in this and the following two sections, are due at set intervals throughout the project. As described in Section VIII.A of this Request for Proposals the project intervals are set at the 25%, 50%, 75% and 100%, completion points (See Detailed Schedule, Section VI). Draft electronic versions of the survey materials including draft VCRIS forms, digital photos, and electronic site plans will be submitted to DHR's Western Region staff and to DHR's Architectural Survey Coordinator in DHR's Richmond Office. The electronic copies can be saved to a disk or shared via an electronic file transfer system. If the draft materials do not meet DHR requirements, they will be subject to revision by the consultant. Once the draft materials are approved, the hard copies of the printed form, black and white photographs, and site plans will be forwarded to DHR's Architectural Survey Coordinator. Upon approval of the required materials at the 25%, 50%, 75% and 100% points the consultant should submit an invoice and progress report to DHR's Administrative Services staff and DHR's Architectural Survey Coordinator.

##### **A. Project Schedule**

###### **1. Project Initiation: Meetings, Orientation, Training**

At the start of the project, the consultant shall meet with DHR staff and City of Bristol officials to discuss the goals of the project. If the consultant has not been directly involved in a Cost Share program project within 12 months prior to the project contract date then the consultant will attend a project orientation meeting with DHR's Architectural Survey Coordinator in DHR's Richmond Office prior to the first project meeting. This meeting can include VCRIS training (if required), and can be coordinated with conducting required background research in DHR's Archives. At this time the consultant may obtain survey packaging materials (file folders, photo sleeves, etc.) for this project from DHR's Archivist and make copies of all materials relevant to this project located in DHR's Archives (copies are free of charge, and are to be provided to the City of Bristol at the end of the project).

If the consultant, or anyone employed by the consultant, has not had VCRIS training, within the six months prior to beginning work on this project, the consultant should arrange for training with DHR's Architectural Survey Coordinator. The individual(s) responsible for entering data into VCRIS for this project must attend this training.

###### **2. Background Research**

Prior to beginning fieldwork, the consultant will review existing materials relevant to the study area held by the DHR Archives, including documentation on properties in the study area. The consultant will also examine all pertinent information related to the proposed project area in the

City of Bristol government records and will carry out background research in other repositories including local historical society records, and materials at the Library of Virginia and the Virginia Historical Society.

### **3. Interim Submittals**

During the initial phase of the project, the consultant shall meet with DHR and City of Bristol officials to discuss the goals of the project. The first project meeting shall be held by Friday, October 28, 2016. By Friday, March 31, 2017, all work on the project for the purposes of this contract must be completed and provided to DHR. The project schedule may be accelerated by the consultant with prior approval of DHR and the City of Bristol.

Draft project deliverables are due at intervals throughout the project, at 25%, 50%, and 75% completion points. Electronic versions of the survey materials will be provided to DHR's Western Region staff and to DHR's Architectural Survey Coordinator. These draft survey materials will include an electronic version of the VCRIS form, color digital photos, and a digital site plan. These materials can be submitted on a CD or through an electronic file transfer system. Once the draft survey materials are approved by DHR staff, the consultants will submit the hard copy VCRIS forms, the black and white photographs, and the hard copy site plans to the DHR's Architectural Survey Coordinator.

It is the expectation of DHR and the City of Bristol that all materials prepared for this project will be professionally executed according to requirements this RFP, fully proofread and edited by the consultant, completely responsive to project, DHR, and City of Bristol requirements, and submitted according to requirements set forth in Attachment F of this RFP.

- A.** By Friday, October 28, 2016, the project must be twenty-five percent (25%) complete. If project orientation and training meetings are required, they are to be scheduled prior to the field survey and VCRIS data entry. The consultant will attend the first project meeting with DHR's Western Region staff and City of Bristol officials no later than Friday, November 18, 2016 to discuss the project. A windshield survey may be conducted as part of this meeting. By the 25% completion point the field survey, preparation of the district boundary expansion survey materials should also be complete. Draft copies of the survey materials including draft reconnaissance-level documentation forms, with digital photographs, and site plans will be submitted to DHR's Architectural Historian, Western Region and DHR's Architectural Survey Coordinator. As per the historic district nomination schedule the VCRIS data entry is due by Friday, October 14, 2016. Once the draft materials are approved, hard copies of the materials will be submitted to DHR's Architectural Survey Coordinator. An additional disk with electronic copies of the survey materials, organized by property address, shall also be provided to the City of Bristol.
- B.** By Wednesday, November 23, 2016 the project must be fifty percent (50%) complete. This completion point will include preparation of a draft National Register of Historic Places nomination form for the boundary increase area and all supporting documentation including photographs and a historic district map. These materials will be submitted in electronic form to DHR's Architectural Historian, Western Region.

- C. By Friday, February 17, 2017, the project must be seventy-five percent (75%) complete. At this point the revised nomination for the boundary expansion is required to be submitted in final form. The materials will be submitted to DHR's Architectural Historian, Western Region in hard copy and electronic form. In addition to the revised materials all supporting materials including revised map, if necessary, and the completed nomination checklist are due. The checklist is available on DHR's website at:  
[http://www.dhr.virginia.gov/register/GuidanceMaterials/NRCheckList\\_2014\\_FINAL.pdf](http://www.dhr.virginia.gov/register/GuidanceMaterials/NRCheckList_2014_FINAL.pdf).
- D. By Friday, March 31, 2017, the project must be 100% complete. Completion of this project will include coordination with DHR's Architectural Historian, Western Region to produce a presentation at the required public hearing and any revisions to the nomination materials if requested by the Historic Resources Board and the State Review Board. The public hearing will be scheduled between February 6 - 17, 2017 and it is expected that the consultant will attend. DHR's Architectural Historian, Western Region will present the nomination at the joint Board meeting on March 23, 2017 (anticipated). Should members of either the Historic Resources Board or the State Review Board request changes or edits, the consultant will make these in coordination with DHR's Architectural Historian, Western Region by Friday, March 31, 2017.

Final project materials will consist of:

- final, complete reconnaissance-level documentation materials for 10 properties in the City of Bristol Historic District,
- a new National Register of Historic Places nomination form for the City of Bristol Commercial Historic District boundary expansion and all required supporting documentation.

Final documentation products shall be provided according to requirements for quantity, content, and format in this RFP; shall be consistent with all applicable DHR requirements; and shall fully reflect comments resulting from review by DHR of draft materials, and from the City of Bristol if provided, according to the schedule outlined above. The consultant will distribute materials to the City of Bristol in consultation with DHR's Architectural Survey Coordinator.

## **V. Project Deliverables**

### **A. Reconnaissance Documentation**

As per DHR's Guidelines (2011) and revisions as put forth in the Draft VCRIS Data Entry Guide (2016), the following materials shall be provided for each recorded property:

One (1) hard copy reconnaissance-level documentation form utilizing VCRIS for the data entry;

One (1) set of 3½" x 5" black and white, archival photographs placed in neatly labeled DHR

photo transparent sheets and labeled according to DHR requirements (4" x 6" black and white photos may be used if 3½" x 5" size photos cannot be obtained);

One (1) set of digital images saved on a CD-ROM as an uncompressed JPG file, 1600x1200, at 300 dpi. Individual digital images shall be named and organized according to the convention found in DHR's *Guidelines* (2011); and

One (1) site plan sketch of each property indicating the relationship between the primary resource(s) and any secondary resource(s), the public sidewalk and street or road and neighboring properties, significant landscape features and any significant natural features such as creeks and rivers.

## **B. Nomination Form**

The consultant shall prepare a nomination form using the *National Register of Historic Places Registration Form* available from DHR's website: [http://www.dhr.virginia.gov/registers/downloading\\_register\\_forms.htm](http://www.dhr.virginia.gov/registers/downloading_register_forms.htm). The form will be prepared following all applicable guidelines including *National Register Bulletin 16A: How to Complete the National Register Registration Form* (1997) available online from the National Park Service at: <http://www.nps.gov/nr/publications/bulletins/nrb16a/> and DHR's *National Register of Historic Places and Virginia's Landmarks Registry Nomination Process* available at [http://www.dhr.virginia.gov/registers/register\\_pif.htm](http://www.dhr.virginia.gov/registers/register_pif.htm).

## **VI. Detailed Schedule of Deliverables**

*See item IV above for a detailed schedule, with further information on deadlines for meetings and due dates. The project schedule may be accelerated by the consultant with prior approval of DHR and the City of Bristol.*

### **Friday, October 28, 2016 – 25% completion:**

- Project meeting with consultant, DHR, and City of Bristol officials.
- Project orientation meeting and VCRIS training (if needed) with DHR staff.
- Archival research at DHR.
- All ten architectural reconnaissance-level survey forms complete with all hard copy materials submitted to DHR's Architectural Survey Coordinator.

### **Wednesday, November 23, 2016 - 50% completion:**

- Draft City of Bristol Commercial Historic District boundary expansion documentation, including nomination form, photos and required mapping submitted to DHR's Architectural Historian, Western Region, for review and comment.

### **Friday, February 17, 2017 – 75% completion:**

- Revised, City of Bristol Commercial Historic District boundary expansion documentation in final form, with all required supporting materials (in hard copy and digital format) submitted to DHR's Architectural Historian, Western Region.
- Completed Nomination Check List and all legal notification materials as described in the Check List submitted to DHR's Architectural Historian, Western Region.

### **Friday, March 31, 2017 - 100% completion:**

- In coordination with DHR's Architectural Historian, Western Region, completion of a presentation for the historic district public hearing during the two-week public hearing period (anticipated February 6 – 17, 2017).
- Any revisions to the nomination materials if requested by the Historic Resources Board and State Review Board.

## VII. Consultant Data Sheet

QUALIFICATIONS OF OFFEROR: Offerors must have the capability and capacity in all respects to fully satisfy all of the contractual requirements.

2. YEARS IN BUSINESS: Indicate the length of time you have been in business providing this type of service. Years: \_\_\_\_\_Months: \_\_\_\_\_.
3. REFERENCES: Indicate below a listing of at least three (3) recent references you have provided historic preservation related work. Include the date service was furnished and the name, address and phone number of the person the purchasing office has your permission to contact.

<b>CLIENT NAME</b>	<b>DATE OF SERVICE</b>	<b>CONTACT PERSON &amp; INFORMATION</b>

## VIII. City of Bristol Survey and Commercial Historic District Piedmont Avenue Boundary Increase Area Map



Piedmont Avenue Boundary Increase Area Map

Source: VCRIS, Aerial Maps

## Small Business Subcontracting Plan

It is the goal of the Commonwealth that more than 42% of its purchases be made from small businesses. All potential bidders are required to submit a Small Business Subcontracting Plan.

**Small Business:** "Small business (including micro)" means a business which holds a certification as such by the Virginia Department of Small Business and Supplier Diversity (DSBSD) on the due date for proposals. This shall also include DSBSD-certified women- and minority-owned businesses when they also hold a DSBSD certification as a small business on the proposal due date. Currently, DSBSD offers small business certification and micro business designation to firms that qualify.

Certification applications are available through DSBSD online at [www.DSBSD.virginia.gov](http://www.DSBSD.virginia.gov) (Customer Service).

**Offeror Name:** \_\_\_\_\_

**Preparer Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Instructions

- A. If you are certified by the DSBSD as a micro/small business, complete only Section A of this form. This includes but is not limited to DSBSD-certified women-owned and minority-owned businesses when they have also received DSBSD small business certification.
- B. If you are not a DSBSD-certified small business, complete Section B of this form. For the offeror to receive credit for the small business subcontracting plan evaluation criteria, the offeror shall identify the portions of the contract that will be subcontracted to DSBSD-certified small business for the initial contract period in Section B..

Offerors which are small businesses themselves will receive the maximum available points for the small business participation plan evaluation criterion, and do not have any further subcontracting requirements.

Offerors which are not certified small businesses will be assigned points based on proposed expenditures with DSBSD-certified small businesses for the initial contract period in relation to the offeror's total price for the initial contract period.

Points will be assigned based on each offeror's proposed subcontracting expenditures with DSBSD certified small businesses for the initial contract period as indicated in Section B in relation to the offeror's total price.

### Section A

If your firm is certified by the Department of Small Business and Supplier Diversity (DSBSD), provide your certification number and the date of certification):

Certification number: \_\_\_\_\_ Certification Date: \_\_\_\_\_



**State Corporation Commission Form**

**Virginia State Corporation Commission (SCC) registration information. The offeror:**

is a corporation or other business entity with the following SCC identification number: \_\_\_\_\_ **-OR-**

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from offeror's out-of-state location) **-OR-**

is an out-of-state business entity that is including with this proposal an opinion of legal counsel which accurately and completely discloses the undersigned offeror's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

**\*\*NOTE\*\*** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver):

\_\_\_\_\_  
*Signature*

**Typed Name:**

\_\_\_\_\_  
\_\_\_\_\_

*Title*

\_\_\_\_\_  
*Date*

**ATTACHMENT C**

**CITY OF DANVILLE  
WEST MAIN STREET SURVEY**

## PROJECT OVERVIEW

**Issue Date:** July 1, 2016  
**Title:** City of Danville West Main Street Survey  
**Commodity Code:** 90700  
**Issuing Agency:** Commonwealth of Virginia  
Department of Historic Resources  
Administrative Services Division  
10 Courthouse Avenue  
Petersburg, Virginia 23803

**Location Where Work  
Will Be Performed:** PROJECT LOCATION

**Period of Contract:** Date of Award through Friday, April 28, 2017

Responses will be received until **4:00 PM, Friday, August 12, 2016**, for furnishing the services described herein. They may be hand delivered, or provided by U.S. mail, by FedEx, or UPS (no faxed or e-mailed responses will be accepted), to:

Mr. Tyler Turpin  
Procurement Officer  
Department of Historic Resources  
10 Courthouse Avenue  
Petersburg, VA 23803  
Phone number: (804) 862-6193  
Tyler.Turpin@dhr.virginia.gov

All inquiries about the scope of the projects should be directed to Ms. Carey L. Jones at (804) 482-6453 or [Carey.Jones@dhr.virginia.gov](mailto:Carey.Jones@dhr.virginia.gov) and all questions about the solicitation itself or procurement process should be directed Mr. Tyler Turpin at (804) 862-6193.

## **I. Purpose**

The purpose of this solicitation is to establish a contract for the purchase of services by the Commonwealth of Virginia's Department of Historic Resources (DHR) to carry out the City of Danville West Main Street Survey project. It is anticipated that this historic resources documentation effort will result in increased awareness about the location and significance of historic properties and will support the City's long term planning, development, education, and tourism goals.

All administrative functions of this project will be the responsibility of DHR, including securing professional services to accomplish the work, and management of the project to ensure a product that will meet the needs and requirements of both the City of Danville and DHR, and that is delivered in a timely manner.

## **II. Background and Project Information**

The purpose of this project is to conduct a reconnaissance-level survey of 107 properties within the City of Danville West Main Street area. In November 2014, Danville released the Housing Market Evaluations and Recommendations for Strategic Interventions (Housing Study) to the public. This document identified significant difficulties facing the City's housing market and outlined strategies to create positivity for Danville. Among the challenges cited were extremely weak home values, widespread disinvestment in the form of deferred maintenance, and the unwillingness of owners to make capital improvements. A recommended strategy to overcome these challenges prioritizes geographic areas within the City, and the efforts needed to stabilize the City's housing market. This effort builds on a recent survey effort which focused on both sides of Main Street from Westmoreland Court to Magnolia Avenue. This project will focus on the side streets of West Main Street including: Stewart Street, Montague Street, and Mt. Vernon Avenue. These three streets contain a total of 153 parcels with 107 properties with standing buildings. Vacant parcels account for the difference.

The survey findings will assist in the formation of a strategy to stabilize and revitalize the area and its homes. This project will involve architectural identification and documentation only; currently there is not a plan for assessment of a historic district, completion of a preliminary information form, or a public meeting.

### **Statement of Needs**

The consultant shall provide all labor and materials for the West Main Street Survey project. Field survey and preparation of all materials shall be consistent with the procedures established by the U.S. Department of the Interior, National Park Service Guidelines for Local Surveys: A Basis for Preservation Planning and all requirements as outlined in DHR's Guidelines for Conducting Historic Resources Survey in Virginia (2011) available on DHR's website at: [www.dhr.virginia.gov/pdf files/Survey%20Manual-RevOct.2011Final.pdf](http://www.dhr.virginia.gov/pdf_files/Survey%20Manual-RevOct.2011Final.pdf).

It is the expectation of DHR and the City of Danville that all materials prepared for this project will be professionally executed according to requirements included in Attachment E of this RFP, fully proofread and edited by the consultant, and submitted according to requirements set forth in Attachment F of this RFP. Materials that do not meet these requirements shall be returned to the consultant for editing and resubmission. Final documentation products shall be provided according to the requirements for quantity, content, and format included in this Request for Proposals; shall be consistent with all applicable DHR requirements; and shall fully reflect comments resulting from review by DHR of draft materials submitted by the consultant to DHR, and by the City of Danville, according to the Detailed Schedule of Deliverables (Section VII).

### **III. Project Schedule and Deliverables Overview**

The deliverables for this project, as detailed in this and the following two sections, are due at set intervals throughout the project. As described in Section VIII.A of this Request for Proposals the project intervals are set at the 25%, 50%, 75% and 100%, completion points (See Detailed Schedule, Section VI). Draft electronic versions of the survey materials including draft VCRIS forms, digital photos, and electronic site plans will be submitted to the City of Danville, to DHR's Western Region staff and to DHR's Architectural Survey Coordinator in DHR's Richmond Office. The electronic copies can be saved to a disk or shared via an electronic file transfer system. If the draft materials do not meet DHR requirements, they will be subject to revision by the consultant. Once the draft materials are approved, the hard copies of the printed form, black and white photographs, and site plans will be forwarded to DHR's Architectural Survey Coordinator. Upon approval of the hard copy materials at the 25%, 50%, 75% and 100% points the consultant should submit an invoice and progress report to DHR's Administrative Services staff and DHR's Architectural Survey Coordinator.

#### **A. Project Schedule**

##### **1. Project Initiation: Meetings, Orientation, Training**

At the start of the project, the consultant shall meet with DHR staff and City of Danville officials to discuss the goals of the project. These meetings can be held on the same day and can be coordinated with a windshield survey of the area. The public information meeting will provide community members an opportunity to learn more about the project, meet the staff members working on the project, and provide historic information and sources about the survey area. It is anticipated that the consultant will attend the meeting and make a brief presentation about their organization and proposed methodology.

If the consultant has not been directly involved in a Cost Share program project within 12 months prior to the project contract date then the consultant will attend a project orientation meeting with DHR's Architectural Survey Coordinator in DHR's Richmond Office prior to the first project meeting. This meeting can include VCRIS training (described below), and can be coordinated with conducting required background research in DHR's Archives. At this time the consultant may obtain survey packaging materials (file folders, photo sleeves, etc.) for this project from DHR's Archivist and make copies of all materials relevant to this project located in DHR's Archives (copies are free of charge,

and are to be provided to the City of Danville at the end of the project).

If the consultant, or anyone employed by the consultant, has not had VCRIS training, within the six months prior to beginning work on this project, the consultant should arrange for training with DHR's Architectural Survey Coordinator. The individual(s) responsible for entering data into VCRIS for this project must attend this training.

## **2. Background Research**

Prior to beginning fieldwork, the consultant will review existing materials relevant to the study area held by the DHR Archives, including documentation on properties in the study area. The consultant will also examine all pertinent information related to the proposed project area in the City of Danville government records and will carry out background research in other repositories including local historical society records, and materials at the Library of Virginia and the Virginia Historical Society.

## **3. Interim Submittals**

During the initial phase of the project, the consultant shall meet with DHR and City of Danville officials to discuss the goals, progress, and findings of the project. The first project meeting shall be held by Friday, November 18, 2016. By Friday, April 28, 2017, all work on the project for the purposes of this contract must be completed and provided to DHR. The project schedule may be accelerated by the consultant with prior approval of DHR and the City of Danville.

Draft project deliverables are due at intervals throughout the project, at 25%, 50%, and 75% completion points. Electronic versions of the draft survey materials will be provided to DHR's Western Region staff and DHR Architectural Survey Coordinator at each of the project intervals for their review and approval. These draft survey materials will include an electronic version of the VCRIS form, color digital photos, and a digital site plan. These materials can be submitted on a CD or through an electronic file transfer system. Once the draft survey materials are approved by DHR staff, the consultants will submit the hard copy VCRIS forms, the black and white photographs, and the hard copy site plans to the DHR's Architectural Survey Coordinator.

It is the expectation of DHR and the City of Danville that all materials prepared for this project will be professionally executed according to requirements this RFP, fully proofread and edited by the consultant, completely responsive to project, DHR, and City of Danville requirements, and submitted according to requirements set forth in Attachment F of this RFP.

- A.** If project orientation and training meetings are required, they are to be scheduled prior to the first project meeting with DHR and City of Danville representatives. The consultant will attend the first project meeting with DHR's Western Region staff and City of Danville officials no later than Friday, November 18, 2016 to discuss the project. A windshield survey may be conducted as part of this meeting. All initial meetings should be complete by Friday, November 18, 2016, the 10% project completion point.
- B.** By January 13, 2017, the project must be twenty-five percent (25%) complete. A minimum of thirty (30) draft reconnaissance-level documentation forms, with digital photographs, VCRIS

forms, and site plans will be submitted to DHR's Architectural Survey Coordinator who will share them with the regional office staff and to the City of Danville. Once the draft materials are approved, hard copies of the materials will be submitted to DHR's Architectural Survey Coordinator. An additional disk with a copy of the electronic materials shall also be provided to the City of Danville.

- C.** By February 24, 2017 the project must be fifty percent (50%) complete. A minimum of forty-five (45) draft reconnaissance-level documentation forms, with digital photographs, VCRIS forms, and site plans will be submitted to DHR's Architectural Survey Coordinator who will share them with the regional office staff and to the City of Danville. Once the draft materials are approved, hard copies of the materials will be submitted to DHR's Architectural Survey Coordinator. An additional disk with a copy of the electronic materials shall also be provided to the City of Danville.
- CI.** By Friday, March 17, 2017, the project must be seventy-five percent (75%) complete. The remaining thirty-two (32) draft reconnaissance-level documentation forms, with digital photographs, VCRIS forms, and site plans will be submitted to the DHR's Architectural Survey Coordinator who will share them with the regional office staff and to the City of Danville. Once the draft materials are approved, hard copies of the materials will be submitted to DHR's Architectural Survey Coordinator.
- E.** By Friday, April 28, 2017, all complete, final documentation products (printed, photographs, and site plans) must be received by DHR. Distribution of materials to the City of Danville will be handled by the consultant in consultation with DHR's Architectural Survey Coordinator.

Final project materials will consist of:

- final, complete reconnaissance-level documentation materials for 107 properties in the City of Danville West Main Street area, including hard copy VCRIS survey forms, printed black and white photographs, digital color images, and hard copy site plans to DHR's Richmond Office, and
- digital copies of the survey forms, color images, and site plans, organized by the property address, saved on CD for the City of Danville.

The final products will be completed according to the requirements for quantity, content, and format included in this RFP; shall be consistent with all applicable DHR requirements; and shall fully reflect comments resulting from review by DHR of draft materials submitted by the consultant to DHR, and by the City, according to the schedule outlined above. During the duration of the project all payments shall be processed by DHR.

## **IV. Project Deliverables**

### **A. Reconnaissance Documentation**

As per DHR's Guidelines (2011) and revisions put forth in the Draft VCRIS Data Entry Guide (2016), the following materials shall be provided for each recorded property:

1. One (1) hard copy reconnaissance-level documentation form utilizing VCRIS for the data entry;
2. One (1) set of 3½" x 5" black and white, archival photographs placed in neatly labeled DHR photo transparent sheets and labeled according to DHR requirements (4" x 6" black and white photos may be used if 3½" x 5" size photos cannot be obtained);
3. One (1) set of digital images saved on a CD-ROM as an uncompressed JPG file, 1600x1200, at 300 dpi. Individual digital images shall be named and organized according to the convention found in DHR's *Guidelines* (2011); and
4. One (1) site plan sketch of each property indicating the relationship between the primary resource(s) and any secondary resource(s), the public sidewalk and street or road and neighboring properties, significant landscape features and any significant natural features such as creeks and rivers.

## V. Detailed Schedule of Deliverables

*See item IV above for a detailed schedule, with further information on deadlines for meetings and due dates. The project schedule may be accelerated by the consultant with prior approval of DHR and the City of Danville.*

### **Friday, November 18, 2016:**

- Project meeting with consultant, DHR, and City of Danville officials.
- Project orientation meeting and VCRIS training (if needed) with DHR staff.
- Archival research at DHR.

### **Friday, January 13, 2017 - 25% completion:**

- At minimum thirty (30) draft reconnaissance VCRIS forms, with digital photographs and site plans to City of Danville, DHR's Western Region staff and DHR's Architectural Survey Coordinator.

### **Friday, February 24, 2017 - 50% completion:**

- At minimum forty-five (45) draft reconnaissance VCRIS forms, with digital photographs and site plans to City of Danville, DHR's Western Region staff and DHR's Architectural Survey Coordinator.
- Final reconnaissance-level property documentation forms and supporting materials from the initial submission in hard copy to DHR's Architectural Survey Coordinator revised as per DHR and City of Danville staff.

### **Friday, March 17, 2017 - 75% completion:**

- The remaining thirty-two (32) draft reconnaissance-level VCRIS forms, with digital photographs and site plans to DHR's Western Region staff and DHR's Architectural Survey Coordinator.
- Final reconnaissance-level property documentation forms and supporting materials from the second submission in hard copy to DHR's Architectural Survey Coordinator revised as per DHR and City of Danville staff.

### **Friday, April 28, 2017 - 100% completion:**

- All complete, final documentation products including printed VCRIS forms, photographs (printed black and white and digital), and site plans to DHR's Architectural Survey Coordinator.
- A digital copy of all survey materials, organized by property address and saved to a CD, to the City of Danville. The consultant will distribute materials to the City of Danville in consultation with DHR's Architectural Survey Coordinator.

Final documentation products shall be provided according to requirements for quantity, content, and format in this RFP; shall be consistent with all applicable DHR requirements; and shall fully reflect comments resulting from review by DHR of draft materials, and from the City of Danville if provided, according to the schedule outlined above.

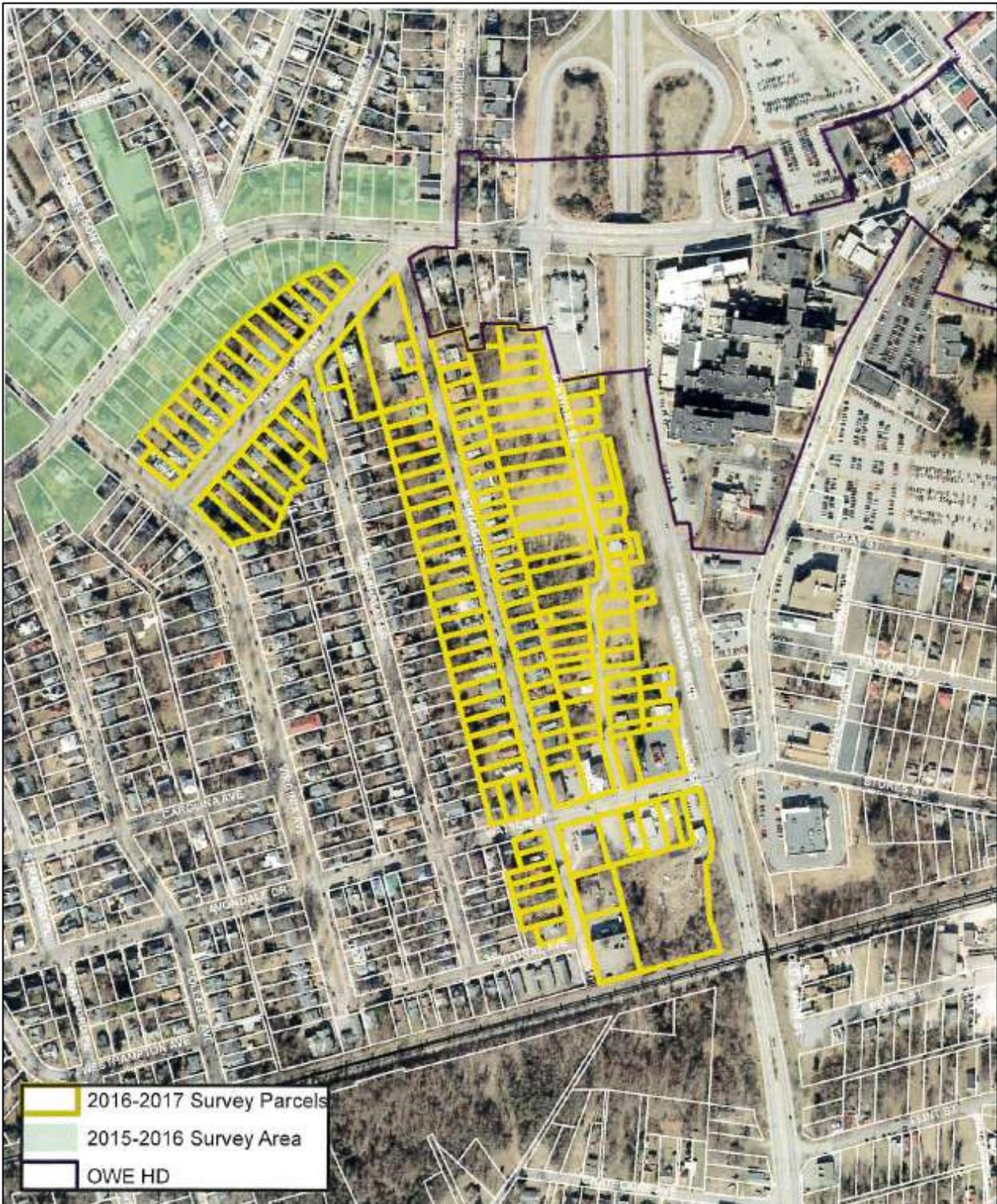
**VI. Consultant Data Sheet**

QUALIFICATIONS OF OFFEROR:

1. Offerors must have the capability and capacity in all respects to fully satisfy all of the contractual requirements.
2. YEARS IN BUSINESS: Indicate the length of time you have been in business providing this type of service. Years: \_\_\_\_\_ Months: \_\_\_\_\_.
3. REFERENCES: Indicate below a listing of at least three (3) recent references you have provided historic preservation related work. Include the date service was furnished and the name, address and phone number of the person the purchasing office has your permission to contact.

<b>CLIENT NAME</b>	<b>DATE OF SERVICE</b>	<b>CONTACT PERSON &amp; INFORMATION</b>

## VII. West Main Street Survey Area, City of Danville



Source: City of Danville, 2016-2017 Cost Share Survey and Planning Grant Application, on file at DHR's Richmond office.

## Small Business Subcontracting Plan

It is the goal of the Commonwealth that more than 42% of its purchases be made from small businesses. All potential bidders are required to submit a Small Business Subcontracting Plan.

**Small Business:** "Small business (including micro)" means a business which holds a certification as such by the Virginia Department of Small Business and Supplier Diversity (DSBSD) on the due date for proposals. This shall also include DSBSD-certified women- and minority-owned businesses when they also hold a DSBSD certification as a small business on the proposal due date. Currently, DSBSD offers small business certification and micro business designation to firms that qualify.

Certification applications are available through DSBSD online at [www.DSBSD.virginia.gov](http://www.DSBSD.virginia.gov) (Customer Service).

**Offeror Name:** \_\_\_\_\_

**Preparer Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Instructions

- A. If you are certified by the DSBSD as a micro/small business, complete only Section A of this form. This includes but is not limited to DSBSD-certified women-owned and minority-owned businesses when they have also received DSBSD small business certification.
- B. If you are not a DSBSD-certified small business, complete Section B of this form. For the offeror to receive credit for the small business subcontracting plan evaluation criteria, the offeror shall identify the portions of the contract that will be subcontracted to DSBSD-certified small business for the initial contract period in Section B..

Offerors which are small businesses themselves will receive the maximum available points for the small business participation plan evaluation criterion, and do not have any further subcontracting requirements.

Offerors which are not certified small businesses will be assigned points based on proposed expenditures with DSBSD-certified small businesses for the initial contract period in relation to the offeror's total price for the initial contract period.

Points will be assigned based on each offeror's proposed subcontracting expenditures with DSBSD certified small businesses for the initial contract period as indicated in Section B in relation to the offeror's total price.

### Section A

If your firm is certified by the Department of Small Business and Supplier Diversity (DSBSD), provide your certification number and the date of certification):

Certification number: \_\_\_\_\_ Certification Date: \_\_\_\_\_



**State Corporation Commission Form**

**Virginia State Corporation Commission (SCC) registration information. The offeror:**

is a corporation or other business entity with the following SCC identification number: \_\_\_\_\_ **-OR-**

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from offeror's out-of-state location) **-OR-**

is an out-of-state business entity that is including with this proposal an opinion of legal counsel which accurately and completely discloses the undersigned offeror's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

**\*\*NOTE\*\*** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver):

\_\_\_\_\_  
*Signature*

**Typed Name:**

\_\_\_\_\_

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

**ATTACHMENT D**

**HIGHLAND SPRINGS SURVEY  
HENRICO COUNTY**

## PROJECT OVERVIEW

**Issue Date:** July 1, 2016

**Title:** **Highland Springs Survey**

**Commodity Code:** **90700**

**Issuing Agency:** Commonwealth of Virginia  
Department of Historic Resources  
Administrative Services Division  
10 Courthouse Avenue  
Petersburg, Virginia 23803

**Location Where Work  
Will Be Performed:** **Henrico County**

**Period of Contract:** Date of Award through Friday, June 2, 2017

Responses will be received until **4:00 PM, Friday, August 12, 2016**, for furnishing the services described herein. They may be hand delivered, or provided by U.S. mail, by FedEx, or UPS (no faxed or e-mailed responses will be accepted), to:

Mr. Tyler Turpin  
Procurement Officer  
Department of Historic Resources  
10 Courthouse Avenue  
Petersburg, VA 23803  
Phone number: (804) 862-6193  
Tyler.Turpin@dhr.virginia.gov

All inquiries about the scope of the projects should be directed to Ms. Carey L. Jones at (804) 482-6453 or [Carey.Jones@dhr.virginia.gov](mailto:Carey.Jones@dhr.virginia.gov) and all questions about the solicitation itself or procurement process should be directed Mr. Tyler Turpin at (804) 862-6193.

## **I. Purpose**

The purpose of this solicitation is to establish a contract for the purchase of services by the Commonwealth of Virginia's Department of Historic Resources (DHR) to carry out the Highland Springs Survey project in Henrico County. It is anticipated that this historic resources documentation effort will result in increased awareness about the location and significance of historic properties and will support the County's long term planning, development, education, and tourism goals.

All administrative functions of this project will be the responsibility of DHR, including securing professional services to accomplish the work, and management of the project to ensure a product that will meet the needs and requirements of both Henrico County and DHR, and that is delivered in a timely manner.

## **II. Background and Project Information**

The purpose of this project is to conduct a reconnaissance-level survey of 600 properties in the predominantly residential Highland Springs area of Henrico County. This project builds on a previous survey and evaluation effort under which 240 properties were documented and a preliminary information form for the Highland Springs Historic District (DHR ID# 043-5334) was prepared. Highland Springs owes much of its distinctive character to its roots as an early streetcar suburb, being one of several developed outside of downtown Richmond in the late 19th to early 20<sup>th</sup> century. The streetcar line traversed Nine Mile Road, terminating at the National Cemetery along Williamsburg Road. Nine Mile Road consequently became the primary commercial corridor for the Highland Springs community. As such the majority of the residential properties are modest, single family homes on consistently sized lots, many with garages or other small-scale outbuildings.

On May 4, 2016, DHR's State Review Board reviewed the preliminary information form and DHR evaluation team recommendations and confirmed that the proposed district as outline by the map in Section VIII is eligible for listing in the Virginia Landmarks Register and the National Register of Historic Places as a historic district. The survey project will continue to the survey and documentation effort necessary for listing Highland Springs in the Registers.

## **III. Statement of Needs**

The consultant shall provide all labor and materials for the Highland Springs Survey project. Field survey and preparation of all materials shall be consistent with the procedures established by the U.S. Department of the Interior, National Park Service Guidelines for Local Surveys: A Basis for Preservation Planning, and all requirements as outlined in DHR's *Guidelines for Conducting Historic Resources Survey in Virginia* (2011) available on DHR's website at: [www.dhr.virginia.gov/pdf files/Survey%20Manual-RevOct.2011Final.pdf](http://www.dhr.virginia.gov/pdf_files/Survey%20Manual-RevOct.2011Final.pdf).

It is the expectation of DHR and Henrico County that all materials prepared for this project will be professionally executed according to requirements included in Attachment E of this RFP, fully

proofread and edited by the consultant, and submitted according to requirements set forth in Attachment F of this RFP. Materials that do not meet these requirements shall be returned to the consultant for editing and resubmission. Final documentation products shall be provided according to the requirements for quantity, content, and format included in this Request for Proposals; shall be consistent with all applicable DHR requirements; and shall fully reflect comments resulting from review by DHR of draft materials submitted by the consultant to DHR, and by Henrico County, according to the Detailed Schedule of Deliverables (Section VI).

#### **IV. Project Schedule and Deliverables Overview**

The deliverables for this project, as detailed in this and the following two sections, are due at set intervals throughout the project. Draft electronic versions of the survey materials including draft VCRIS forms, digital photos, and electronic site plans will be submitted to Henrico County, to DHR's Eastern Region staff and to DHR's Architectural Survey Coordinator in DHR's Richmond Office. The electronic copies can be saved to a disk or shared via an electronic file transfer system. If the draft materials do not meet DHR requirements, they will be subject to revision by the consultant. Once the draft materials are approved, the hard copies of the printed form, black and white photographs, and site plans will be forwarded to DHR's Architectural Survey Coordinator. Upon approval of the hard copy materials at the 20%, 40%, 60%, 80% and 100% points, the consultant should submit an invoice and progress report to DHR's Administrative Services staff and DHR's Architectural Survey Coordinator.

##### **A. Project Schedule**

###### **1. Project Initiation: Meetings, Orientation, Training**

At the start of the project, the consultant shall meet with DHR staff and Henrico County officials to discuss the goals of the project and determine what portion of the area shown on the map in Section VIII will be covered by the survey work. This meeting will also include a windshield survey of the area.

If the consultant has not been directly involved in a Cost Share program project within 12 months prior to the project contract date then the consultant will attend a project orientation meeting with DHR's Architectural Survey Coordinator in DHR's Richmond Office prior to the first project meeting. This meeting can include VCRIS training (described below), and can be coordinated with conducting required background research in DHR's Archives. At this time the consultant may obtain survey packaging materials (file folders, photo sleeves, etc.) for this project from DHR's Archivist and make copies of all materials relevant to this project located in DHR's Archives (copies are free of charge, and are to be provided to Henrico County at the end of the project).

If the consultant, or anyone employed by the consultant, has not had VCRIS training, within the six months prior to beginning work on this project, the consultant should arrange for training with DHR's Architectural Survey Coordinator. The individual(s) responsible for entering data into VCRIS for this project must attend this training.

## **2. Background Research**

The consultant will review existing materials relevant to the study area held by the DHR Archives, including documentation on properties in the study area and the Preliminary Information Form endorsed by the State Review Board in May 2016.

Prior to any fieldwork being conducted Henrico County, DHR, and the consultant will agree on the geographic area to be covered and specifically which properties will be documented as part of this project. This approval will ensure that there is no duplication of recent effort and that the area covered meets Henrico County's needs.

## **3. Interim Submittals**

During the initial phase of the project, the consultant shall meet with DHR and Henrico County officials to discuss the goals, progress, and findings of the project. The first project meeting shall be held by Friday, November 18, 2016. By Friday, June 2, 2017, all work on the project for the purposes of this contract must be completed and provided to DHR. The project schedule may be accelerated by the consultant with prior approval of DHR and Henrico County.

Draft project deliverables are due at intervals throughout the project, at 20%, 40%, 60%, and 80% completion points. Electronic versions of the draft survey materials will be provided to DHR's Eastern Region staff and DHR Architectural Survey Coordinator at each of the project intervals for their review and approval. These draft survey materials will include an electronic version of the VCRIS form, color digital photos, and a digital site plan. These materials can be submitted on a CD or through an electronic file transfer system. Once the draft survey materials are approved by DHR staff, the consultants will submit the hard copy VCRIS forms, the black and white photographs, and the hard copy site plans to the DHR's Architectural Survey Coordinator.

It is the expectation of DHR and Henrico County that all materials prepared for this project will be professionally executed according to requirements contained in this RFP, fully proofread and edited by the consultant, completely responsive to project, DHR, and Henrico County requirements, and submitted according to requirements set forth in Attachment F of this RFP.

- A.** If project orientation and training meetings are required, they are to be scheduled prior to the first project meeting with DHR and Henrico County representatives. The consultant will attend the first project meeting with DHR's Eastern Region staff and Henrico County officials no later than Friday, November 4, 2016 to discuss the project. A windshield survey may be conducted as part of this meeting
- B.** By January 20, 2017, the project must be twenty percent (20%) complete. A minimum of one-hundred (100) draft reconnaissance-level documentation forms, with digital photographs, VCRIS forms, and site plans will be submitted to DHR's Architectural Survey Coordinator, Eastern Region staff and to Henrico County. Once the draft materials are approved, hard copies of the materials will be submitted to DHR's Architectural Survey Coordinator. An additional copy of the hard copy materials shall also be provided to Henrico County.

- C. By February 24, 2017 the project must be forty percent (40%) complete. A minimum of one-hundred and fifty (150) draft reconnaissance-level documentation forms, with digital photographs, VCRIS forms, and site plans will be submitted to DHR's Architectural Survey Coordinator, Eastern Region staff and to Henrico County. Once the draft materials are approved, hard copies of the materials will be submitted to DHR's Architectural Survey Coordinator. An additional copy of the hard copy materials shall also be provided to Henrico County.
- D. By Friday, March 31, 2017, the project must be sixty percent (60%) complete. A minimum of two-hundred (200) draft reconnaissance-level documentation forms, with digital photographs, VCRIS forms, and site plans will be submitted to DHR's Architectural Survey Coordinator, Eastern Region staff and to Henrico County. Once the draft materials are approved, hard copies of the materials will be submitted to DHR's Architectural Survey Coordinator. An additional copy of the hard copy materials shall also be provided to Henrico County.
- E. By Friday, May 19, 2017, the project must be eighty percent (80%) complete. The remaining one-hundred and fifty (150) draft reconnaissance-level documentation forms, with digital photographs, VCRIS forms, and site plans will be submitted to DHR's Architectural Survey Coordinator, Eastern Region staff and to Henrico County. Once the draft materials are approved, hard copies of the materials will be submitted to DHR's Architectural Survey Coordinator. An additional copy of the hard copy materials shall also be provided to Henrico County.
- F. By Friday, June 2, 2017, all complete, final documentation products (printed, photographs, and site plans), and must be received by DHR's Architectural Survey Coordinator. Distribution of materials to Henrico County will be handled by the consultant in consultation with DHR's Architectural Survey Coordinator.

Final project materials will consist of:

- final, complete reconnaissance-level documentation materials for 600 properties in Henrico County Highland Springs area, including hard copy VCRIS survey forms, printed black and white photographs, digital color images, and hard copy site plans to DHR's Richmond Office, a copy of the same except the printed photographs can be color and on standard paper; and
- digital copies of the survey forms, color images, and site plans, organized by the property address, saved on CD for Henrico County.

The final products will be completed according to the requirements for quantity, content, and format included in this RFP; shall be consistent with all applicable DHR requirements; and shall fully reflect comments resulting from review by DHR of draft materials submitted by the consultant to DHR, and by the County, according to the schedule outlined above.

## **V. Project Deliverables**

### **A. Reconnaissance Documentation**

As per DHR's Guidelines (2011) and revisions put forth in the Draft VCRIS Data Entry Guide (2016), the following materials shall be provided for each recorded property:

1. One (1) hard copy reconnaissance-level documentation form utilizing VCRIS for the data entry;
2. One (1) set of 3½" x 5" black and white, archival photographs placed in neatly labeled DHR photo transparent sheets and labeled according to DHR requirements (4" x 6" black and white photos may be used if 3½" x 5" size photos cannot be obtained);
3. One (1) set of digital images saved on a CD-ROM as an uncompressed JPG file, 1600x1200, at 300 dpi. Individual digital images shall be named and organized according to the convention found in DHR's *Guidelines* (2011); and
4. One (1) site plan sketch of each property indicating the relationship between the primary resource(s) and any secondary resource(s), the public sidewalk and street or road and neighboring properties, significant landscape features and any significant natural features such as creeks and rivers.

## **VI. Detailed Schedule of Deliverables**

*See item IV above for a detailed schedule, with further information on deadlines for meetings and due dates. The project schedule may be accelerated by the consultant with prior approval of DHR and Henrico County.*

### **Friday, November 4, 2016:**

- Project meeting with consultant, DHR, and Henrico County officials.
- Project orientation meeting and VCRIS training (if needed) with DHR staff.
- Archival research at DHR.

### **Friday, January 20, 2017 – 20% completion:**

- At minimum one-hundred (100) draft reconnaissance VCRIS forms, with digital photographs and site plans to Henrico County, DHR's Eastern Region staff and DHR's Architectural Survey Coordinator.

### **Friday, February 24, 2017 – 40% completion**

- At minimum one-hundred and fifty (150) draft reconnaissance VCRIS forms, with digital photographs and site plans to Henrico County, DHR's Eastern Region staff and DHR's Architectural Survey Coordinator.
- Final reconnaissance-level property documentation forms and supporting materials from the initial submission in hard copy to DHR's Architectural Survey Coordinator revised as per DHR and Henrico County staff.

### **Friday, March 31, 2017 - 60% completion:**

- At minimum two hundred (200) draft reconnaissance VCRIS forms, with digital photographs and site plans to Henrico County, DHR's Eastern Region staff and DHR's Architectural Survey Coordinator.
- Final reconnaissance-level property documentation forms and supporting materials from the second submission in hard copy to DHR's Architectural Survey Coordinator revised as per DHR and Henrico County staff.

### **Friday, May 19, 2017 – 80% completion:**

- The remaining one-hundred and fifty (150) draft reconnaissance-level VCRIS forms, with digital photographs and site plans to DHR's Eastern Region staff and DHR's Architectural Survey Coordinator.
- Final reconnaissance-level property documentation forms and supporting materials from the second submission in hard copy to DHR's Architectural Survey Coordinator revised as per DHR and Henrico County staff.

### **Friday, June 2, 2017 - 100% completion:**

- All complete, final documentation products including printed VCRIS forms, photographs (printed black and white and digital), and site plans to DHR's Architectural Survey Coordinator.
- All complete, final documentation products including printed VCRIS forms, photographs (printed black and white and digital), and site plans to Henrico County staff.

## VII. Consultant Data Sheet

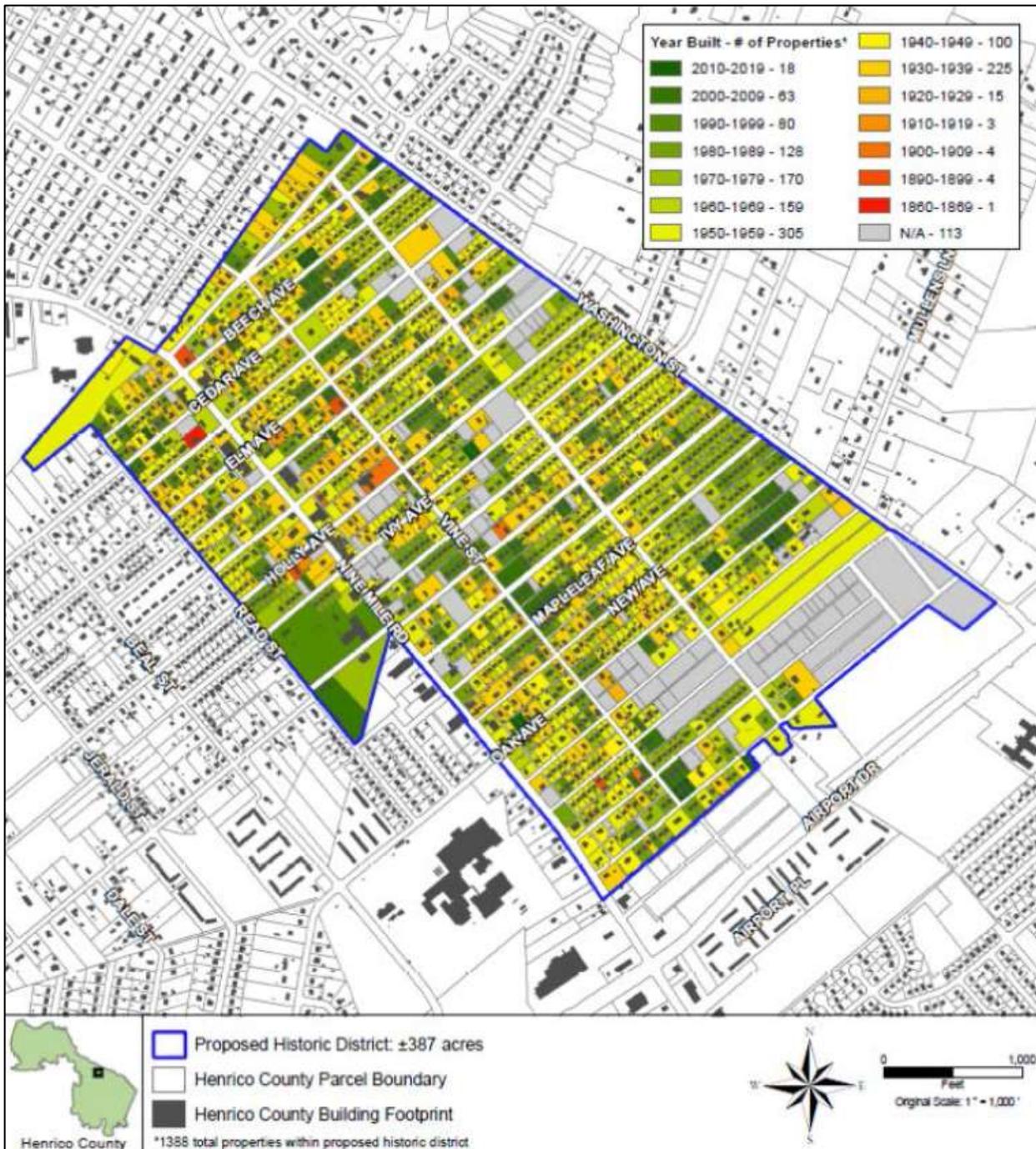
### QUALIFICATIONS OF OFFEROR:

Offerors must have the capability and capacity in all respects to fully satisfy all of the contractual requirements.

2. YEARS IN BUSINESS: Indicate the length of time you have been in business providing this type of service. Years: \_\_\_\_\_Months: \_\_\_\_\_.
3. REFERENCES: Indicate below a listing of at least three (3) recent references you have provided historic preservation related work. Include the date service was furnished and the name, address and phone number of the person the purchasing office has your permission to contact.

<b>CLIENT NAME</b>	<b>DATE OF SERVICE</b>	<b>CONTACT PERSON &amp; INFORMATION</b>

## VIII. Map of Highland Springs Historic District



Source: *Highland Springs Historic District Preliminary Information Form, March 2016, on file at DHR Archives, Richmond, VA.*

## Small Business Subcontracting Plan

It is the goal of the Commonwealth that more than 42% of its purchases be made from small businesses. All potential bidders are required to submit a Small Business Subcontracting Plan.

**Small Business:** "Small business (including micro)" means a business which holds a certification as such by the Virginia Department of Small Business and Supplier Diversity (DSBSD) on the due date for proposals. This shall also include DSBSD-certified women- and minority-owned businesses when they also hold a DSBSD certification as a small business on the proposal due date. Currently, DSBSD offers small business certification and micro business designation to firms that qualify.

Certification applications are available through DSBSD online at [www.DSBSD.virginia.gov](http://www.DSBSD.virginia.gov) (Customer Service).

**Offeror Name:** \_\_\_\_\_

**Preparer Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Instructions

- A. If you are certified by the DSBSD as a micro/small business, complete only Section A of this form. This includes but is not limited to DSBSD-certified women-owned and minority-owned businesses when they have also received DSBSD small business certification.
- B. If you are not a DSBSD-certified small business, complete Section B of this form. For the offeror to receive credit for the small business subcontracting plan evaluation criteria, the offeror shall identify the portions of the contract that will be subcontracted to DSBSD-certified small business for the initial contract period in Section B..

Offerors which are small businesses themselves will receive the maximum available points for the small business participation plan evaluation criterion, and do not have any further subcontracting requirements.

Offerors which are not certified small businesses will be assigned points based on proposed expenditures with DSBSD-certified small businesses for the initial contract period in relation to the offeror's total price for the initial contract period.

Points will be assigned based on each offeror's proposed subcontracting expenditures with DSBSD certified small businesses for the initial contract period as indicated in Section B in relation to the offeror's total price.

### Section A

If your firm is certified by the Department of Small Business and Supplier Diversity (DSBSD), provide your certification number and the date of certification):

Certification number: \_\_\_\_\_ Certification Date: \_\_\_\_\_



**Virginia State Corporation Commission (SCC) registration information. The offeror:**

is a corporation or other business entity with the following SCC identification number: \_\_\_\_\_ **-OR-**

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from offeror's out-of-state location) **-OR-**

is an out-of-state business entity that is including with this proposal an opinion of legal counsel which accurately and completely discloses the undersigned offeror's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

**\*\*NOTE\*\*** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver):

---

*Signature*

**Typed Name:**

---

---

*Title*

---

*Date*

**ATTACHMENT E**

**UPPERVILLE HISTORIC DISTRICT  
SURVEY AND NOMINATION UPDATE  
FAUQUIER COUNTY**

## PROJECT OVERVIEW

**Issue Date:** July 1, 2016

**Title:** **UPPERVILLE HISTORIC DISTRICT SURVEY AND NOMINATION UPDATE**

**Commodity Code:** **90700**

**Issuing Agency:** Commonwealth of Virginia  
Department of Historic Resources  
Administrative Services Division  
10 Courthouse Avenue  
Petersburg, Virginia 23803

**Location Where Work  
Will Be Performed:** **Fauquier County**

**Period of Contract:** Date of Award through Friday, May 26, 2017

Responses will be received until **4:00 PM, Friday, August 12, 2016**, for furnishing the services described herein. They may be hand delivered, or provided by U.S. mail, by FedEx, or UPS (no faxed or e-mailed responses will be accepted), to:

Mr. Tyler Turpin  
Procurement Officer  
Department of Historic Resources  
10 Courthouse Avenue  
Petersburg, VA 23803  
Phone number: (804) 862-6193  
Tyler.Turpin@dhr.virginia.gov

All inquiries about the scope of the projects should be directed to Ms. Carey L. Jones at (804) 482-6453 or [Carey.Jones@dhr.virginia.gov](mailto:Carey.Jones@dhr.virginia.gov) and all questions about the solicitation itself or procurement process should be directed Mr. Tyler Turpin at (804) 862-6193.

## **I. Purpose**

The purpose of this solicitation is to establish a contract for the purchase of services by the Commonwealth of Virginia's Department of Historic Resources (DHR) to carry out the Upperville Historic District Survey and Nomination Update in Fauquier County. It is anticipated that this historic resources documentation effort will result in increased awareness about the location and significance of historic properties and will support the County's long term planning, development, education, and tourism goals.

All administrative functions of this project will be the responsibility of DHR, including securing professional services to accomplish the work, and management of the project to ensure a product that will meet the needs and requirements of both Fauquier County and DHR, and that is delivered in a timely manner.

## **II. Background and Project Information**

The purpose of this project is to conduct a reconnaissance-level survey of all resources within the Upperville Historic District (DHR ID# 030-5438) and prepare an update to the National Register of Historic Places. The Upperville Historic District, listed on the State and National Registers in 1972, has detailed inventory from a separate nomination effort conducted in 2010. This project is two-fold: to bring the nomination inventory up to current DHR standards including current conditions to support an update to the architectural analysis (Section 7) and an expanded period of significance and historic context (Section 8). The boundaries of the historic district will remain intact and will not be updated as part of this project. However, a more comprehensive history is needed for a deeper understanding of the community and its development over time. Information is missing from the 1972 nomination describing the community's inception and the dynamics that influenced its growth through the Antebellum Period (1830-1860), Civil War (1861-1865), Reconstruction and Growth Period (1866-1916), and World War I to World War II Period (1917-1945). Most importantly, additional information is needed regarding the contribution of African Americans who resided in the area and the effects of the Unison Battle and Upperville Battle, which were fought in and around the village in 1862 and 1863.

The ultimate objective of the project is to add more-detailed architectural information and documented history into the inventory records and the National Register of Historic Places nomination form. The effort is being conducted in support of local preservation planning efforts and it is the mutual hope of DHR and Fauquier County that this effort will support a citizens' group, the Upperville Community League, which has recently expressed interest in adopting a local historic overlay district designation for Upperville. The completion of this project would help plan for this eventuality.

The Upperville Historic District boundary, as defined in the National Register nomination, would be the survey area boundary. It is expected that the majority of historic properties located along John Mosby Highway that were surveyed in 2010 would require only a cursory examination to determine architectural changes made during the last six years, if any. Most of the properties along the side streets of the village would require an initial reconnaissance survey. DHR anticipates that

the project will include updated survey of 90 properties and new reconnaissance-level survey of 30 properties all within the boundaries of the Upperville Historic District.

The nomination update materials will be presented on continuation sheets, not a new NRHP nomination form, and will include an updated resource count in Section 5, an updated narrative description and inventory in Section 7, and a statement of significance statement updated to cover the full extent of the period of significance in section 8. Additional information about this can be located on DHR's website: [http://www.dhr.virginia.gov/registers/GuidanceMaterials/TechGuidance\\_FAQs\\_NRnominations\\_2014\\_FINAL.docx](http://www.dhr.virginia.gov/registers/GuidanceMaterials/TechGuidance_FAQs_NRnominations_2014_FINAL.docx). A nomination update does not require a public hearing or property owner notification.

### **III. Statement of Needs**

The consultant shall provide all labor and materials for the Upperville Historic District Survey and Nomination Update project. Field survey and preparation of all materials shall be consistent with the procedures established by the U.S. Department of the Interior, National Park Service Guidelines for Local Surveys: A Basis for Preservation Planning and all requirements as outlined in DHR's Guidelines for Conducting Historic Resources Survey in Virginia (2011) available on DHR's website at: [www.dhr.virginia.gov/pdf\\_files/Survey%20Manual-RevOct.2011Final.pdf](http://www.dhr.virginia.gov/pdf_files/Survey%20Manual-RevOct.2011Final.pdf).

It is the expectation of DHR and Fauquier County that all materials prepared for this project will be professionally executed according to requirements included in Attachment E of this RFP, fully proofread and edited by the consultant, and submitted according to requirements set forth in Attachment F of this RFP. Materials that do not meet these requirements shall be returned to the consultant for editing and resubmission. Final documentation products shall be provided according to the requirements for quantity, content, and format included in this Request for Proposals; shall be consistent with all applicable DHR requirements; and shall fully reflect comments resulting from review by DHR of draft materials submitted by the consultant to DHR, and by Fauquier County, according to the Detailed Schedule of Deliverables (Section VII).

### **IV. Project Schedule and Deliverables Overview**

The deliverables for this project, as detailed in this and the following two sections, are due at set intervals throughout the project. As described in Section VIII.A of this Request for Proposals the project intervals are set at the 25%, 50%, 75% and 100%, completion points (See Detailed Schedule, Section VI). Draft electronic versions of the survey materials including draft VCRIS forms, digital photos, and electronic site plans will be submitted to Fauquier County, to DHR's Northern Region staff and to DHR's Architectural Survey Coordinator both in DHR's Richmond Office. The electronic copies can be saved to a disk or shared via an electronic file transfer system. If the draft materials do not meet DHR requirements, they will be subject to revision by the consultant. Once the draft materials are approved, the hard copies of the printed form, black and white photographs, and site plans will be forwarded to DHR's Architectural Survey Coordinator. Upon approval of the hard copy materials at the 25%, 50%, 75% and 100% points the consultant should submit an

invoice and progress report to DHR's Administrative Services staff and DHR's Architectural Survey Coordinator.

## **A. Project Schedule**

### **1. Project Initiation: Meetings, Orientation, Training**

At the start of the project, the consultant shall meet with DHR staff and Fauquier County officials to discuss the goals of the project. The consultant will also attend a public information meeting with Fauquier County officials and DHR staff to be held as soon as possible during evening hours in the County. These meetings can be held on the same day and can be coordinated with the windshield survey of the area. The public information meeting will provide community members an opportunity to learn more about the project, meet the staff members working on the project, and provide historic information and sources about the survey area. It is anticipated that the consultant will attend the meeting and make a brief presentation about their organization and proposed methodology.

If the consultant has not been directly involved in a Cost Share program project within 12 months prior to the project contract date then the consultant will attend a project orientation meeting with DHR's Architectural Survey Coordinator in DHR's Richmond Office prior to the first project meeting. This meeting can include VCRIS training (described below), and can be coordinated with conducting required background research in DHR's Archives. At this time the consultant may obtain survey packaging materials (file folders, photo sleeves, etc.) for this project from DHR's Archivist and make copies of all materials relevant to this project located in DHR's Archives (copies are free of charge, and are to be provided to Fauquier County at the end of the project).

If the consultant, or anyone employed by the consultant, has not had VCRIS training, within the six months prior to beginning work on this project, the consultant should arrange for training with DHR's Architectural Survey Coordinator. The individual(s) responsible for entering data into VCRIS for this project must attend this training.

### **2. Background Research**

Prior to beginning fieldwork, the consultant will review existing materials relevant to the study area held by the DHR Archives, including documentation on properties in the study area. The consultant will also examine all pertinent information related to the proposed project area in Fauquier County government records and will carry out background research in other repositories including local historical society records, and materials at the Library of Virginia and the Virginia Historical Society. To help the consultant understand changes to properties over time, beyond what is in DHR's survey files, the County can provide digital copies of the 1937 and 1966 aerial maps and the 1914 Fauquier County map, which shows the locations of residential properties, as well as historic schools and churches. The original 1828 town plat of Upperville and an 1832 map of the County boundary are also available.

### **3. Field Survey**

The consultant will conduct a field survey to gather information on the existing conditions of the properties in the district and to identify the properties that simply need an update and which properties require a reconnaissance survey. During the field survey, special attention should be given to delineating placement of any undocumented family cemeteries; two family cemeteries of African American descent are expected to be discovered. The consultant should coordinate with the County and DHR's Architectural Historian, Northern Region, regarding the location of properties to be included in the reconnaissance level documentation.

### **4. Interim Submittals**

During the initial phase of the project, the consultant shall meet with DHR and Fauquier County officials to discuss the goals, progress, and findings of the project. The first project meeting shall be held by Friday, November 18, 2016. By Friday, May 26, 2017, all work on the project for the purposes of this contract must be completed and provided to DHR. The project schedule may be accelerated by the consultant with prior approval of DHR and Fauquier County.

Draft project deliverables are due at intervals throughout the project, at 25%, 50%, and 75% completion points. Electronic versions of the draft survey materials will be provided to Fauquier County, DHR's Northern Region staff, and DHR's Architectural Survey Coordinator at each of the project intervals for their review and approval. These draft survey materials will include an electronic version of the VCRIS form, color digital photos, and a digital site plan. These materials can be submitted on a CD or through an electronic file transfer system. Once the draft survey materials are approved by DHR staff, the consultants will submit the hard copy VCRIS forms, the black and white photographs, and the hard copy site plans to the DHR's Architectural Survey Coordinator.

- A.** If project orientation and training meetings are required, they are to be scheduled prior to the first project meeting with DHR and Fauquier County representatives. The consultant will attend the first project meeting with DHR's Northern Region staff and Fauquier County officials no later than Friday, November 18, 2016 to discuss the project. A windshield survey may be conducted as part of this meeting. Part of this meeting may also include a public meeting; otherwise a separate public meeting may be held during the initial phase of the project. All initial meetings should be complete by Friday, November 18, 2016, the 10% project completion point.
- B.** By January 13, 2017, the project must be twenty-five percent (25%) complete. A minimum of forty-five (45) draft reconnaissance-level documentation forms, with digital photographs, VCRIS forms, and site plans will be submitted to DHR's Architectural Survey Coordinator, DHR's Architectural Historian, Northern Region, and Fauquier County staff. Once the draft materials are approved, hard copies of the materials will be submitted to DHR's Architectural Survey Coordinator. An additional disk with the digital photographs and site plans shall also be provided to Fauquier County.
- C.** By February 24, 2017 the project must be fifty percent (50%) complete. A minimum of

forty-five (45) draft reconnaissance-level documentation forms, with digital photographs, VCRIS forms, and site plans will be submitted to DHR's Architectural Survey Coordinator, DHR's Architectural Historian, Northern Region, and Fauquier County staff. Once the draft materials are approved, hard copies of the materials will be submitted to DHR's Architectural Survey Coordinator. An additional disk with the digital photographs and site plans shall also be provided to Fauquier County. The consultant will also submit, in electronic form, draft continuation sheets for Fauquier County Historic District nomination update. The continuation sheets will reflect the updated inventory based on the reconnaissance survey and provide a discussion of the updated period of significance. A draft updated historic district map will also be submitted by the consultant.

- D.** By Friday, April 14, 2017, the project must be seventy-five percent (75%) complete. The remaining thirty (30) draft reconnaissance-level documentation forms, with digital photographs, VCRIS forms, and site plans will be submitted to the DHR's Architectural Survey Coordinator who will share them with the regional office staff and to Fauquier County. Once the draft materials are approved, hard copies of the materials will be submitted to DHR's Architectural Survey Coordinator. An additional disk with the digital photographs and site plans shall also be provided to Fauquier County.
- E.** By Friday, May 26, 2017, all complete, final documentation products (printed, photographs, and site plans), and historic district update materials must be received by DHR. Distribution of materials to Fauquier County will be handled by the consultant in consultation with DHR's Architectural Survey Coordinator.

Final project materials will consist of:

- final, complete reconnaissance-level documentation materials for approximately 120 properties in the Upperville Historic District,
- updated nomination materials for the Upperville including updated resource counts, a complete inventory reflecting the current conditions of the district and the expanded period of significance, a discussion of the architectural styles, functions, and forms from the expanded period, as well as additional styles, functions, or forms that date only to the expanded period, the statement of significance updated to cover the full extent of the expanded period of significance that explains how areas of significance described in the original nomination continued or relate to the extended period, and to describe any additional areas of significance as described in the Project Description. The updated nomination materials will also include a historic district map that displays the updated contributing or non-contributing status of all resources within the district.

It is the expectation of DHR and Fauquier County that all materials prepared for this project will be professionally executed according to requirements this RFP, fully proofread and edited by the consultant, completely responsive to project, DHR, and Fauquier County requirements, and submitted according to requirements set forth in Attachment F of this RFP. The consultant will distribute materials to Fauquier County in consultation with DHR's Architectural Survey Coordinator.

## **V. Project Deliverables**

### **A. Reconnaissance Documentation**

As per DHR's Guidelines (2011) and revisions as put forth in the Draft VCRIS Data Entry Guide (2016), the following materials shall be provided for each property:

1. One (1) hard copy reconnaissance-level documentation form utilizing VCRIS for the data entry;
2. One (1) set of 3½" x 5" black and white, archival photographs placed in neatly labeled DHR photo transparent sheets and labeled according to DHR requirements (4" x 6" black and white photos may be used if 3½" x 5" size photos cannot be obtained);
3. One (1) set of digital images saved on a CD-ROM as an uncompressed JPG file, 1600x1200, at 300 dpi. Individual digital images shall be named and organized according to the convention found in DHR's *Guidelines* (2011); and
4. One (1) site plan sketch of each property indicating the relationship between the primary resource(s) and any secondary resource(s), the public sidewalk and street or road and neighboring properties, significant landscape features and any significant natural features such as creeks and rivers.

### **B. Updated Nomination Materials**

The following products will be prepared to update the existing nomination:

- an updated inventory with (at least) DHR #, Property Type, Architectural Style, Date of Construction, and district status (contributing/non-contributing) that accounts for all buildings in the original district;
- a narrative description describing the community's inception and the dynamics that influenced its growth through the Antebellum Period (1830-1860), Civil War (1861-1865), Reconstruction and Growth Period (1866-1916), and World War I to World War II Period (1917-1945). Most importantly, additional information regarding the contribution of African Americans who resided in the area and the effects of the Unison Battle and Upperville Battle, which were fought in and around the village in 1862 and 1863 and
- A complete, updated bibliography.

This information will be provided on continuation sheets as additional documentation, and will not need to go through the board review process.

## VI. Detailed Schedule of Deliverables

*See item IV above for a detailed schedule, with further information on deadlines for meetings and due dates. The project schedule may be accelerated by the consultant with prior approval of DHR and Fauquier County.*

### **Friday, November 18, 2016:**

- Project meeting with consultant, DHR, and Fauquier County officials.
- Project orientation meeting and VCRIS training (if needed) with DHR staff.
- Archival research at DHR.

### **Friday, January 13, 2017 - 25% completion:**

- Field survey and list of properties to be documented at the reconnaissance level complete.
- At minimum forty-five (45) draft reconnaissance-level VCRIS forms, with digital photographs and site plans to Fauquier County, DHR's Northern Region staff and DHR's Architectural Survey Coordinator.

### **Friday, February 24, 2017 - 50% completion:**

- At minimum forty-five (45) draft reconnaissance VCRIS forms, with digital photographs and site plans to Fauquier County, DHR's Northern Region staff and DHR's Architectural Survey Coordinator.
- Final reconnaissance-level property documentation forms and supporting materials from the initial submission in hard copy to DHR's Architectural Survey Coordinator revised as per DHR and Fauquier County staff.
- Draft historic district continuation sheets with updated resource counts (Section 5), district inventory (Section 7), and explanation of extended period of significance (Section 8).

### **Friday, April 14, 2017 - 75% completion:**

- At minimum thirty (30) draft reconnaissance-level VCRIS forms, with digital photographs and site plans to DHR's Northern Region staff and DHR's Architectural Survey Coordinator.
- Final reconnaissance-level property documentation forms and supporting materials from the second submission in hard copy to DHR's Architectural Survey Coordinator revised as per DHR and Fauquier County staff.

### **Friday, May 26, 2017 - 100% completion:**

- All complete, final documentation products including printed VCRIS forms, photographs (printed black and white and digital), and site plans to DHR's Architectural Survey Coordinator.
- Final historic district continuation sheets and updated historic district map, revised per DHR and Fauquier County comments.
- Community meeting to present results of the nomination update complete.

**VII. Consultant Data Sheet**

QUALIFICATIONS OF OFFEROR:

Offerors must have the capability and capacity in all respects to fully satisfy all of the contractual requirements.

YEARS IN BUSINESS: Indicate the length of time you have been in business providing this type of service. Years: \_\_\_\_\_Months: \_\_\_\_\_.

REFERENCES: Indicate below a listing of at least three (3) recent references you have provided historic preservation related work. Include the date service was furnished and the name, address and phone number of the person the purchasing office has your permission to contact.

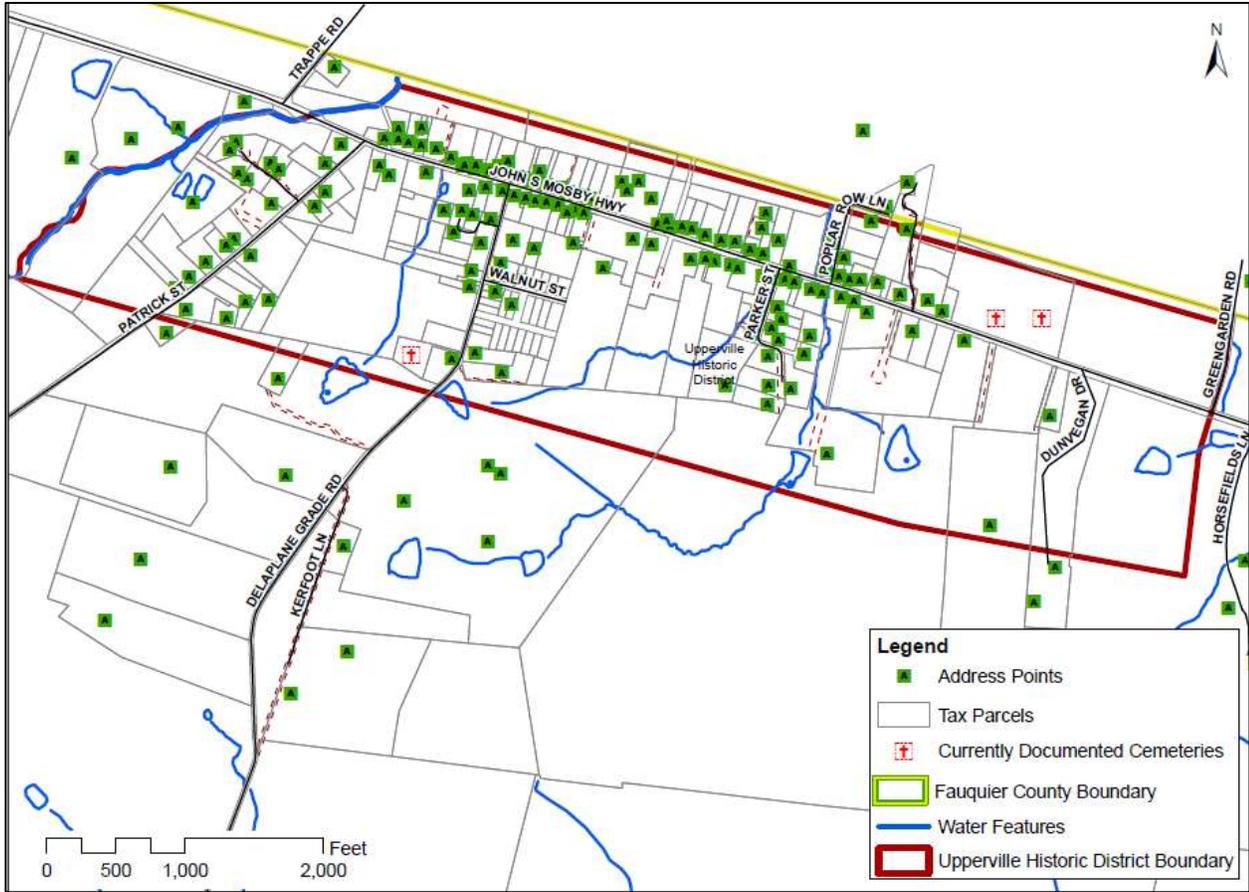
<b>CLIENT NAME</b>	<b>DATE OF SERVICE</b>	<b>CONTACT PERSON &amp; INFORMATION</b>

**VIII. Map of the Upperville Historic District Boundary**



**Upperville Historic District**

Source: VCRIS, USGS Topographic Map



Source: 2016-2017 Fauquier County Cost Share Application, on file DHR Richmond office.

## Small Business Subcontracting Plan

It is the goal of the Commonwealth that more than 42% of its purchases be made from small businesses. All potential bidders are required to submit a Small Business Subcontracting Plan.

**Small Business:** "Small business (including micro)" means a business which holds a certification as such by the Virginia Department of Small Business and Supplier Diversity (DSBSD) on the due date for proposals. This shall also include DSBSD-certified women- and minority-owned businesses when they also hold a DSBSD certification as a small business on the proposal due date. Currently, DSBSD offers small business certification and micro business designation to firms that qualify.

Certification applications are available through DSBSD online at [www.DSBSD.virginia.gov](http://www.DSBSD.virginia.gov) (Customer Service).

**Offeror Name:** \_\_\_\_\_

**Preparer Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Instructions

- A. If you are certified by the DSBSD as a micro/small business, complete only Section A of this form. This includes but is not limited to DSBSD-certified women-owned and minority-owned businesses when they have also received DSBSD small business certification.
- B. If you are not a DSBSD-certified small business, complete Section B of this form. For the offeror to receive credit for the small business subcontracting plan evaluation criteria, the offeror shall identify the portions of the contract that will be subcontracted to DSBSD-certified small business for the initial contract period in Section B..

Offerors which are small businesses themselves will receive the maximum available points for the small business participation plan evaluation criterion, and do not have any further subcontracting requirements.

Offerors which are not certified small businesses will be assigned points based on proposed expenditures with DSBSD-certified small businesses for the initial contract period in relation to the offeror's total price for the initial contract period.

Points will be assigned based on each offeror's proposed subcontracting expenditures with DSBSD certified small businesses for the initial contract period as indicated in Section B in relation to the offeror's total price.

### Section A

If your firm is certified by the Department of Small Business and Supplier Diversity (DSBSD), provide your certification number and the date of certification):

Certification number: \_\_\_\_\_ Certification Date: \_\_\_\_\_



**State Corporation Commission Form**

**Virginia State Corporation Commission (SCC) registration information. The offeror:**

is a corporation or other business entity with the following SCC identification number: \_\_\_\_\_ **-OR-**

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from offeror's out-of-state location) **-OR-**

is an out-of-state business entity that is including with this proposal an opinion of legal counsel which accurately and completely discloses the undersigned offeror's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

**\*\*NOTE\*\*** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver):

\_\_\_\_\_  
*Signature*

**Typed Name:**  
\_\_\_\_\_

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

**ATTACHMENT F**

**BRUINGTON SURVEY AND EVALUATION  
KING AND QUEEN COUNTY**

## PROJECT OVERVIEW

**Issue Date:** July 1, 2016

**Title:** **Bruington Survey and Evaluation**

**Commodity Code:** **90700**

**Issuing Agency:** Commonwealth of Virginia  
Department of Historic Resources  
Administrative Services Division  
10 Courthouse Avenue  
Petersburg, Virginia 23803

**Location Where Work  
Will Be Performed:** **King and Queen County**

**Period of Contract:** Date of Award through Friday, April 21, 2017

Responses will be received until **4:00 PM, Friday, August 12, 2016**, for furnishing the services described herein. They may be hand delivered, or provided by U.S. mail, by FedEx, or UPS (no faxed or e-mailed responses will be accepted), to:

Mr. Tyler Turpin  
Procurement Officer  
Department of Historic Resources  
10 Courthouse Avenue  
Petersburg, VA 23803  
Phone number: (804) 862-6193  
Tyler.Turpin@dhr.virginia.gov

All inquiries about the scope of the projects should be directed to Ms. Carey L. Jones at (804) 482-6453 or [Carey.Jones@dhr.virginia.gov](mailto:Carey.Jones@dhr.virginia.gov) and all questions about the solicitation itself or procurement process should be directed Mr. Tyler Turpin at (804) 862-6193.

## **I. Purpose**

The purpose of this solicitation is to establish a contract for the purchase of services by the Commonwealth of Virginia's Department of Historic Resources (DHR) to carry out the Bruington reconnaissance level survey and evaluation project in King and Queen County. It is anticipated that this historic resources documentation and evaluation effort will result in increased awareness about the location and significance of historic properties and will support the County's long term planning, development, education, and tourism goals.

All administrative functions of this project will be the responsibility of DHR, including securing professional services to accomplish the work, and management of the project to ensure a product that will meet the needs and requirements of both King and Queen County and DHR, and that is delivered in a timely manner.

## **II. Background and Project Information**

The purpose of this project is to conduct a reconnaissance-level survey of thirty-three properties and completion of a Preliminary Information Form for the proposed Bruington Historic District (DHR ID# 049-5025). This area has a high concentration of 18th- and 19th-century buildings with very few houses built since 1950. Within a very compact area there are properties such as Mount Pleasant, The Vineyard, The Institute, Erin, Norwood, Bethlehem Church, Bruington Church, Locust Hill, Brewington, Cloverly, Greenview, and Marlboro. In addition, the history of this small cross roads, with Bruington Baptist Church at its core and an architectural stylistic range that spans the small rural vernacular through high style classical revival, all while surrounded by pristine farmland and forest, makes for an ideal setting for a rural historic district.

There are approximately thirty-three properties within this almost 2000-acre proposed boundary. Prior survey efforts inventoried seven of these resources, including the Bruington Baptist Church and Parsonage (DHR ID# 049-0009 and 049-0010), Norwood (DHR ID# 049-0052), and the Mantapike Hill/Walkerton Battlefield DHR ID# (049-5007). In order to achieve complete coverage of architectural resources, around 26 additional primary resources will need to be inventoried as part of this proposed project. Updates to the current conditions of the previously recorded properties will also be complete.

This project will involve three primary tasks:

- Background research of the existing survey files at DHR's Archives and reconnaissance level field survey;
- Preparation of survey materials including VCRIS data entry, photographs, and site plans for thirty-three properties; and
- Preparation of a Preliminary Information Form.

## **III. Statement of Needs**

The consultant shall provide all labor and materials for the Bruington Survey and Evaluation

project. Field survey and preparation of all materials shall be consistent with the procedures established by the U.S. Department of the Interior, National Park Service Guidelines for Local Surveys: A Basis for Preservation Planning and all requirements as outlined in DHR's Guidelines for Conducting Historic Resources Survey in Virginia (2011) available on DHR's website at: [www.dhr.virginia.gov/pdf files/Survey%20Manual-RevOct.2011Final.pdf](http://www.dhr.virginia.gov/pdf_files/Survey%20Manual-RevOct.2011Final.pdf).

It is the expectation of DHR and King and Queen County that all materials prepared for this project will be professionally executed according to requirements included in Attachment E of this RFP, fully proofread and edited by the consultant, and submitted according to requirements set forth in Attachment F of this RFP. Materials that do not meet these requirements shall be returned to the consultant for editing and resubmission. Final documentation products shall be provided according to the requirements for quantity, content, and format included in this Request for Proposals; shall be consistent with all applicable DHR requirements; and shall fully reflect comments resulting from review by DHR of draft materials submitted by the consultant to DHR, and by King and Queen County, according to the Detailed Schedule of Deliverables (Section VII).

#### **IV. Project Schedule and Deliverables Overview**

The deliverables for this project, as detailed in this and the following two sections, are due at set intervals throughout the project. As described in Section VIII.A of this Request for Proposals the project intervals are set at the 25%, 50%, 75% and 100%, completion points (See Detailed Schedule, Section VI). Draft electronic versions of the survey materials including draft VCRIS forms, digital photos, and electronic site plans will be submitted to DHR's Architectural Survey Coordinator in DHR's Richmond Office who will share with them with staff of DHR's Eastern Regional office and representatives from King and Queen. The electronic copies can be saved to a disk or shared via an electronic file transfer system. If the draft materials do not meet DHR requirements, they will be subject to revision by the consultant. Once the draft materials are approved, the hard copies of the printed form, black and white photographs, and site plans will be forwarded to DHR's Architectural Survey Coordinator. Upon approval of the required materials at the 25%, 50%, 75% and 100% points the consultant should submit an invoice and progress report to DHR's Administrative Services staff and DHR's Architectural Survey Coordinator.

##### **A. Project Schedule**

###### **1. Project Initiation: Meetings, Orientation, Training**

At the start of the project, the consultant shall meet with DHR staff and King and Queen County officials to discuss the goals of the project. If the consultant has not been directly involved in a Cost Share program project within 12 months prior to the project contract date then the consultant will attend a project orientation meeting with DHR's Architectural Survey Coordinator in DHR's Richmond Office prior to the first project meeting. This meeting can include VCRIS training (if required), and can be coordinated with conducting required background research in DHR's Archives. At this time the consultant may obtain survey packaging materials (file folders, photo sleeves, etc.) for this project from DHR's Archivist and make copies of all materials relevant to this project located in DHR's Archives (copies are free of charge, and are to be provided to King and

Queen County at the end of the project).

If the consultant, or anyone employed by the consultant, has not had VCRIS training, within the six months prior to beginning work on this project, the consultant should arrange for training with DHR's Architectural Survey Coordinator. The individual(s) responsible for entering data into VCRIS for this project must attend this training.

## **2. Background Research**

Prior to beginning fieldwork, the consultant will review existing materials relevant to the study area held by the DHR Archives, including documentation on properties in the study area. The consultant will also examine all pertinent information related to the proposed project area in King and Queen County government records and will carry out background research in other repositories including local historical society records, and materials at the Library of Virginia and the Virginia Historical Society.

The King & Queen County Historical Society will assist the consultant with its resources in the museum. Space in the Tavern Museum at King and Queen Court House can be designated for the consultant to have a desk and access to the internet. Alternatively, the County agrees to supply services such as office space with printing capabilities and internet access, through the library in the Marriott School building. The County can also provide assistance with arranging property visits and research, use of copy and fax machines. The County will also provide copying privileges and the use of digital photography (equipment provided by the consultant) when imaging documents related to the project within the county clerk's records room.

## **3. Field Survey**

The consultant will conduct a field survey to gather information on the existing conditions of the properties in the proposed district. During the field survey, the consultant will record all information necessary to complete a reconnaissance-level survey form, photograph the property to sufficiently illustrate the resources on the property, and sketch a site a plan.

## **4. Interim Submittals**

During the initial phase of the project, the consultant shall meet with DHR and King and Queen County officials to discuss the goals, progress, and findings of the project. The first project meeting shall be held by Friday, December 17, 2016. By Friday, April 21, 2017, all work on the project for the purposes of this contract must be completed and provided to DHR. The project schedule may be accelerated by the consultant with prior approval of DHR and King and Queen County.

Draft project deliverables are due at intervals throughout the project, at 25%, 50%, and 75% completion points. Electronic versions of the survey materials will be provided to DHR's Architectural Survey Coordinator who will share them with DHR's Eastern Region staff. These draft survey materials will include an electronic version of the VCRIS form, color digital photos, and a digital site plan. These materials can be submitted on a CD or through an electronic file transfer system. Once the draft survey materials are approved by DHR staff, the consultants will submit the

hard copy VCRIS forms, the black and white photographs, and the hard copy site plans to the DHR's Architectural Survey Coordinator.

It is the expectation of DHR and King and Queen County that all materials prepared for this project will be professionally executed according to requirements this RFP, fully proofread and edited by the consultant, completely responsive to project, DHR, and King and Queen County requirements, and submitted according to requirements set forth in Attachment F of this RFP.

**A.** By Friday, December 17, 2016, the project must be twenty-five percent (25%) complete. If project orientation and training meetings are required, they are to be scheduled prior to the field survey and VCRIS data entry. The consultant will attend the first project meeting with DHR's Eastern Region staff and King and Queen County officials no later than Friday, November 4, 2016 to discuss the project. A windshield survey may be conducted as part of this meeting. Part of this meeting may also include a public meeting; otherwise a separate public meeting may be held during the initial phase of the project. By the 25% completion point the field survey, preparation of twenty (20) draft survey materials should also be complete. Draft copies of the survey materials including reconnaissance-level documentation forms, with digital photographs, and site plans will be submitted to DHR's Architectural Survey Coordinator who will share them with DHR's Eastern Region staff. Once the draft materials are approved, hard copies of the materials will be submitted to DHR's Architectural Survey Coordinator. An additional disk with the final materials shall also be provided to King and Queen County.

**B.** By Wednesday, February 3, 2017 the project must be fifty percent (50%) complete. This completion point will include the submittal of the remaining thirteen (13) draft reconnaissance level survey materials and revisions to the survey materials from the initial submittal, if requested by DHR staff.

**C.** By Friday, March 24, 2017, the project must be seventy-five percent (75%) complete. The completion point will include revisions to the thirteen (13) reconnaissance level survey forms from the previous submission, if requested by DHR staff and the submission of the draft Preliminary Information Form for the proposed Bruington Historic District. The draft Preliminary Information Form materials should include digital photos of general streetscapes and four (4) color or black and white photographs showing a sample of individual buildings within the proposed district and a map showing a closer picture of the proposed boundaries with street names and/or routes, a location of photographic views and significant properties in the district. The consultant will utilize the Preliminary Information Form - Historic District available on DHR's website: [http://www.dhr.virginia.gov/registers/HD\\_PIF\\_form\\_2012.doc](http://www.dhr.virginia.gov/registers/HD_PIF_form_2012.doc).

**D.** By Friday, April 21, 2017, the project must be 100% complete. Completion of this project will include revisions to the Preliminary Information Form based on guidance and feedback from DHR staff, including the Architectural Evaluation Committee. It is anticipated the DHR staff will present the Preliminary Information Form at the June 2017 meeting of the Board of Historic Resources and the State Review Board.

Final project materials will consist of:

- final, complete reconnaissance-level documentation materials for thirty-three (33) properties in the proposed Bruington Historic District, and
- a new Preliminary Information Form Historic District for the proposed Bruington Historic District and all required supporting documentation.

Final documentation products shall be provided according to requirements for quantity, content, and format in this RFP; shall be consistent with all applicable DHR requirements; and shall fully reflect comments resulting from review by DHR of draft materials, and from King and Queen County if provided, according to the schedule outlined above. The consultant will distribute materials to King and Queen County in consultation with DHR's Architectural Survey Coordinator.

## **V. Project Deliverables**

### **A. Reconnaissance Documentation**

As per DHR's Guidelines (2011) and revisions as put forth in the Draft VCRIS Data Entry Guide (2016), the following materials shall be provided for each recorded property:

1. One (1) hard copy reconnaissance-level documentation form utilizing VCRIS for the data entry;
2. One (1) set of 3½" x 5" black and white, archival photographs placed in neatly labeled DHR photo transparent sheets and labeled according to DHR requirements (4" x 6" black and white photos may be used if 3½" x 5" size photos cannot be obtained);
3. One (1) set of digital images saved on a CD-ROM as an uncompressed JPG file, 1600x1200, at 300 dpi. Individual digital images shall be named and organized according to the convention found in DHR's *Guidelines* (2011); and
4. One (1) site plan sketch of each property indicating the relationship between the primary resource(s) and any secondary resource(s), the public sidewalk and street or road and neighboring properties, significant landscape features and any significant natural features such as creeks and rivers.

### **B. Preliminary Information Form**

The consultant shall prepare a draft and revised Preliminary Information Form Historic District. The form will be prepared following all applicable DHR guidelines including *Guide to the National Register of Historic Places and Virginia Landmarks Register Evaluation Process*: [http://www.dhr.virginia.gov/register/Evaluation%20Process 2012.pdf](http://www.dhr.virginia.gov/register/Evaluation%20Process%202012.pdf) and additional guidance found on DHR's Historic Register Guidance and Training Materials page: <http://www.dhr.virginia.gov/register/trainingGuidance.htm>.

## **VI. Detailed Schedule of Deliverables**

*See item IV above for a detailed schedule, with further information on deadlines for meetings and due dates. The project schedule may be accelerated by the consultant with prior approval of DHR and King and Queen County.*

### **Friday, November 4, 2016 – 10% completion:**

- Project meeting with consultant, DHR, and King and Queen County officials.
- Project orientation meeting and VCRIS training (if needed) with DHR staff.
- Archival research at DHR.

### **Friday, December 17, 2016 – 25% completion:**

- At minimum twenty (20) draft reconnaissance VCRIS forms, with digital photographs and site plans to DHR's Eastern Region staff and DHR's Architectural Survey Coordinator.

### **Wednesday, February 3, 2017 - 50% completion:**

- The remaining (13) draft reconnaissance VCRIS forms, with digital photographs and site plans to DHR's Eastern Region staff and DHR's Architectural Survey Coordinator.
- Final reconnaissance-level property documentation forms and supporting materials from the initial submission in hard copy to DHR's Architectural Survey Coordinator revised as per DHR staff.

### **Friday, March 24, 2017 – 75% completion:**

- Final reconnaissance-level property documentation forms and supporting materials from the initial submission in hard copy to DHR's Architectural Survey Coordinator revised as per DHR staff.
- Electronic copies of the final property documentation forms and supporting materials saved to a CD for King and Queen County.
- Draft Preliminary Information Form, including digital images photos and required mapping submitted to DHR's Architectural Historian, Eastern Region, for review and comment.

### **Friday, April 21, 2017 - 100% completion:**

- Revised Preliminary Information Form, including digital images photos and required mapping submitted to DHR's Architectural Historian, Eastern Region, based on their review and comments.

**VII. Consultant Data Sheet**

QUALIFICATIONS OF OFFEROR:

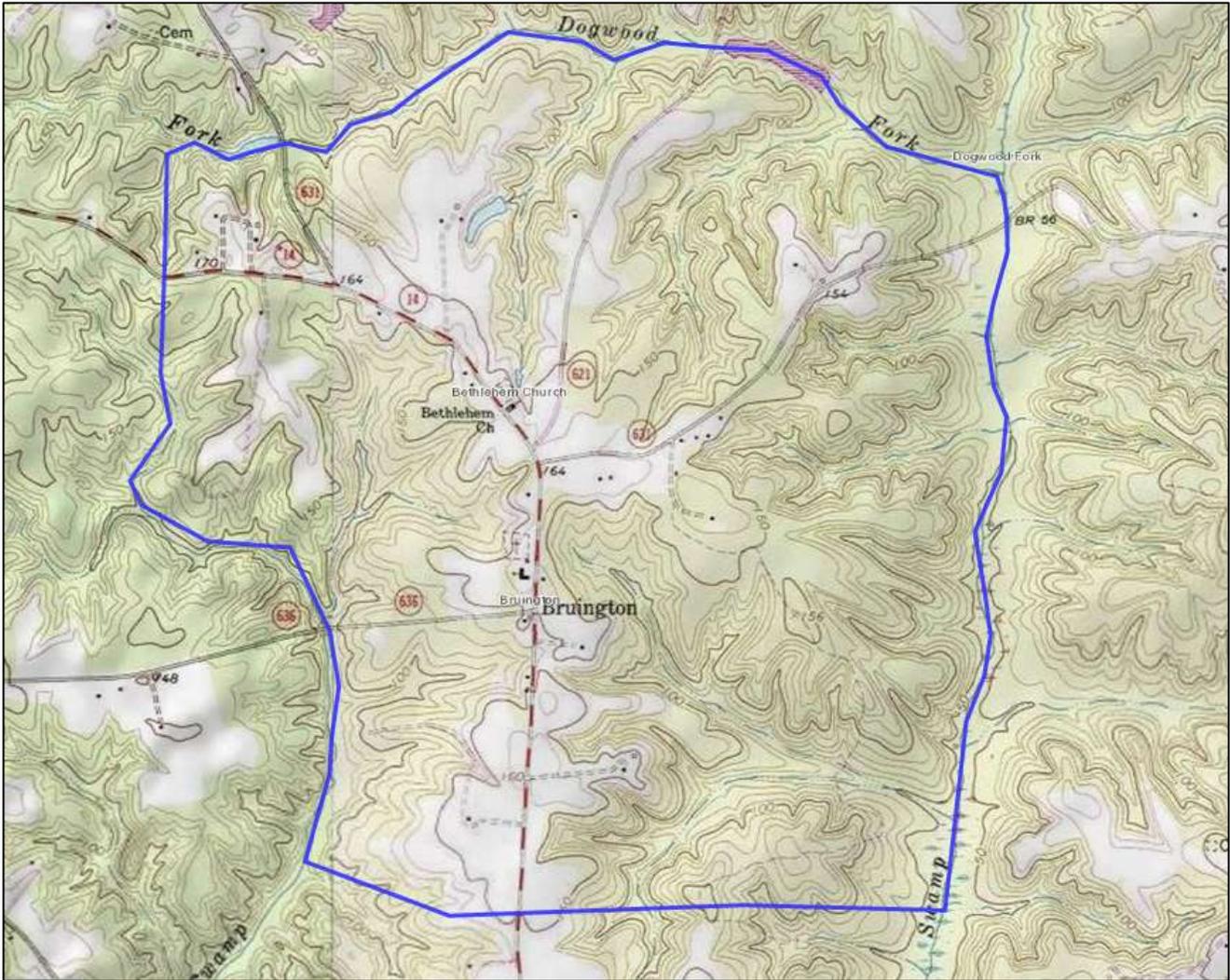
Offerors must have the capability and capacity in all respects to fully satisfy all of the contractual requirements.

YEARS IN BUSINESS: Indicate the length of time you have been in business providing this type of service. Years: \_\_\_\_\_ Months: \_\_\_\_\_.

REFERENCES: Indicate below a listing of at least three (3) recent references you have provided historic preservation related work. Include the date service was furnished and the name, address and phone number of the person the purchasing office has your permission to contact.

<b>CLIENT NAME</b>	<b>DATE OF SERVICE</b>	<b>CONTACT PERSON &amp; INFORMATION</b>

**VIII. Bruington Study Area, King and Queen County**



Source: VCRIS, USGS Topographic map

## Small Business Subcontracting Plan

It is the goal of the Commonwealth that more than 42% of its purchases be made from small businesses. All potential bidders are required to submit a Small Business Subcontracting Plan.

**Small Business:** "Small business (including micro)" means a business which holds a certification as such by the Virginia Department of Small Business and Supplier Diversity (DSBSD) on the due date for proposals. This shall also include DSBSD-certified women- and minority-owned businesses when they also hold a DSBSD certification as a small business on the proposal due date. Currently, DSBSD offers small business certification and micro business designation to firms that qualify.

Certification applications are available through DSBSD online at [www.DSBSD.virginia.gov](http://www.DSBSD.virginia.gov) (Customer Service).

**Offeror Name:** \_\_\_\_\_

**Preparer Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Instructions

- A. If you are certified by the DSBSD as a micro/small business, complete only Section A of this form. This includes but is not limited to DSBSD-certified women-owned and minority-owned businesses when they have also received DSBSD small business certification.
- B. If you are not a DSBSD-certified small business, complete Section B of this form. For the offeror to receive credit for the small business subcontracting plan evaluation criteria, the offeror shall identify the portions of the contract that will be subcontracted to DSBSD-certified small business for the initial contract period in Section B..

Offerors which are small businesses themselves will receive the maximum available points for the small business participation plan evaluation criterion, and do not have any further subcontracting requirements.

Offerors which are not certified small businesses will be assigned points based on proposed expenditures with DSBSD-certified small businesses for the initial contract period in relation to the offeror's total price for the initial contract period.

Points will be assigned based on each offeror's proposed subcontracting expenditures with DSBSD certified small businesses for the initial contract period as indicated in Section B in relation to the offeror's total price.

### Section A

If your firm is certified by the Department of Small Business and Supplier Diversity (DSBSD), provide your certification number and the date of certification):

Certification number: \_\_\_\_\_ Certification Date: \_\_\_\_\_



**Virginia State Corporation Commission (SCC) registration information. The offeror:**

is a corporation or other business entity with the following SCC identification number: \_\_\_\_\_ **-OR-**

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from offeror's out-of-state location) **-OR-**

is an out-of-state business entity that is including with this proposal an opinion of legal counsel which accurately and completely discloses the undersigned offeror's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

**\*\*NOTE\*\*** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver):

---

*Signature*

**Typed Name:**

---

---

*Title*

---

*Date*